GREGG SHORTHAND

Edna Dwyer.

S. H. S. '18

Edna Aileen Dwyer

GREGG SHORTHAND

A LIGHT-LINE PHONOGRAPHY *for the* MILLION

By
JOHN ROBERT GREGG

—

New and Revised Edition

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PREFACE

In the Preface to the first edition of this system, I said:

> The endeavor of the author has been to compile a system so simple as to be readily acquired by the humblest capacity and those possessed of little leisure, and yet rapid enough to reproduce verbatim the fastest oratory. In presenting his work to the public he asks for nothing beyond an impartial investigation, and with perfect confidence awaits the result.

The subsequent history of the system has justified the confidence expressed at that time. Gregg Shorthand has demonstrated its superiority to the older systems in simplicity, legibility and speed—and there are to-day nearly a million writers of the system. In beginning the preparation of this edition it was my intention to make some radical changes in the manner of presenting the principles; but in proceeding with the revision I was forced to the conclusion that it would be a mistake to depart materially from the general plan and form of the previous edition. No better evidence of the popularity and success of the previous edition could be given than the fact that, although nearly a million copies of it have been sold, there has been very little demand for revision except requests for the inclusion of those changes and improvements that have been made in the course of the past few years.

This edition, then, retains the general plan and form of the previous edition, but much of the material contained in it is arranged in more logical sequence, and the illustrations are chosen with greater care, with a view to developing quickness in the application of its rules and principles. An attempt has been made to state some of the rules more clearly than was done in the old book, and to put them into language better adapted to the comprehension of young students.

In the system itself few changes have been found necessary or desirable. Some new word-signs and extensions of advanced principles have been introduced, but all of these are in harmony with the fundamental principles of the system. All of them have been subjected to very careful trial in practical work before they have been adopted.

In sending forth this book I desire to express my heartfelt appreciation of the suggestions that have come to me from writers, from reporters and from teachers who are using the system in all parts of the world. These suggestions have been of great service to me in the preparation of this presentation of the system.

JOHN ROBERT GREGG.

New York, June 17, 1916.

About Gregg Shorthand

History.—Gregg Shorthand was first published in 1888, in two little paper-covered pamphlets, under the title, "Light-Line Phonography." Five years later a revised and greatly improved edition was published under the title "Gregg Shorthand." It was not until 1897, however, that the author was able to publish the system in *book* form.

There are few more interesting or inspiring stories of success than the career of Gregg Shorthand in the nineteen years that have elapsed since its publication in book form, but a text-book is not an appropriate place for such a story. Suffice it to say that to-day Gregg Shorthand is the standard shorthand system of America. It is taught in more than four thousand schools—that is to say, in more than seventy per cent of the schools which teach shorthand. It has been adopted in the public schools of 1872 cities, and has superseded the older systems in most of these cities by formal action of Boards of Education, after careful investigation.

Recent Public Triumphs.—In 1910 a writer of Gregg Shorthand, Mr. Fred. H. Gurtler, won the final contest for the famous Miner Medal, under the auspices of the Eastern Commercial Teachers' Association at Washington, D. C. There were eighteen contestants—fourteen Pitmanic writers and four Gregg writers. Gregg writers won *first*, *second*, and *third* places. *All* of the Gregg writers qualified—ten of the fourteen Pitmanic writers were disqualified for *inaccuracy*, or failed to transcribe their notes.

In 1911, in the shorthand speed contests held by the National Shorthand Reporters' Association at Buffalo, a writer of Gregg Shorthand, Mr. Charles L. Swem (then eighteen years of age), established the highest world's record for *accuracy* of transcript on solid, difficult matter (a speech by Lord Rosebery) by writing 170 words a minute for five minutes, and transcribing them with but three slight errors. In the contest on a judge's charge to the jury, which was dictated for five minutes at the rate of 240 words a minute, Mr. Swem made but fifteen errors in transcribing—237 words a minute net for five minutes—and exceeded the previous world's record on this kind of matter by ten words a minute. The previous

record was held by an official court reporter of twenty years' experience, but Mr. Swem had never reported in court! In this contest two other writers of Gregg Shorthand—Miss Werning and Miss Tarr—were awarded certificates for 206 and 205 words a minute respectively. The contest committee consisted of fourteen reporters, all of whom were writers of the old-time shaded systems.

In 1912, at the speed contests of the National Shorthand Reporters' Association, held in New York City, Mr. Swem established a record of 268 words a minute for five minutes on testimony, and defeated three of the former champions as well as eighteen other contestants—all of them experienced reporters.*

In 1912, in the shorthand contests held at the Business Exhibition, London, a writer of Gregg Shorthand, Mr. Ernest W. Crockett, of Liverpool, won the Junior Shorthand Championship, having *less than one per cent errors in his transcript.* There were twenty-five contestants, Mr. Crockett being the only one writing Gregg Shorthand; the judges were all writers or teachers of Pitman Shorthand.

In 1913, in the first examination for the degree of "C.S.R." (Certified Shorthand Reporter), in New York, a writer of Gregg Shorthand, Miss Paula E. Werning, won the first certificate granted under the strict conditions of the new law of the State of New York. The test consisted of dictation for one hour from court proceedings at speeds varying from 140 to 200 words a minute with reading of notes and transcription.

Awarded Medal of Honor at Panama-Pacific Exposition.—At the Panama-Pacific International Exposition, in 1915, Gregg Shorthand was awarded the Medal of Honor, the highest award ever granted a system of shorthand by any Exposition and the only award ever granted which was based on the results accomplished by students in a model school conducted under the observation of

*Governor Woodrow Wilson selected Mr. Swem as his official reporter in his campaign for the Presidency. Mr. Swem is now Personal Stenographer and Official Reporter to the President of the United States. Mr. Swem began the study of Gregg Shorthand in a night school in September, 1908, when working as an office boy. He was twenty years of age when he received the appointment at the White House.

the International Jury of Awards. The Gregg system was selected by the Exposition Authorities for use in the model school of business in the Palace of Education—a school designed to demonstrate the most advanced methods in business education.

PRINCIPLES OF THE SYSTEM.—Needless to say, Gregg Shorthand is a radical departure from the old lines of shorthand construction, for it is only by a radical departure that such marked superiority in results can be accomplished.

The following synopsis will enable the reader to understand the leading features of the system:

(1) NO COMPULSORY THICKENING.—May be written either light or heavy.	As in ordinary writing
(2) WRITTEN ON THE SLOPE OF LONGHAND, thus securing a uniform manual movement.	
(3) POSITION WRITING ABOLISHED.—May be written on unruled paper, and in one straight line.	
(4) VOWELS AND CONSONANTS ARE JOINED, and follow each other in their natural order.	
(5) ANGLES ARE RARE.—Curves predominate.	

This brief synopsis will suffice to show that the aim of the author has been to adhere to those natural principles which govern ordinary writing. By a practical combination of these elements as a foundation, the system secures to the writer, *with very little practice*, that perfect command of the characters which is productive of the best results, and is only obtained by years of persistent, painstaking practice if the old geometric systems are employed.

TO SUM UP:

EASY TO LEARN.—Gregg Shorthand may be learned in from one-third to one-half the time required by the old systems. The records made by its writers prove this beyond all question.

EASY TO READ.—Gregg Shorthand is the most legible shorthand in existence. In the public shorthand speed contests, writers

of the system have established the *highest official world's records for accuracy* of transcripts on solid, difficult matter. These records were made in competition with experienced reporters who used the older systems, and in contests conducted by reporters and teachers who wrote such systems. (Full particulars of these contests will be sent by the publishers on application.) Manifestly, the insertion of the vowels, the absence of shading, the elimination of position-writing and the elimination of the minute distinctions of form necessary in the old systems, all contribute to legibility.

Easy to Write.—The easy, natural appearance of the writing in Gregg Shorthand appeals to every impartial investigator. The absence of distinctions between light and heavy characters, the continuous run of the writing along one line, as in longhand, instead of constant changes of position—now *on* the line, then *above* the line, and then, perhaps, *through* or *below* the line—will be noticed at a first glance. Next, the investigator will probably attribute much of the natural, pleasing appearance of the writing to that uniform slant of the writing, with which both hand and eye are familiar. Only those who have had previous experience with shorthand, however, will be able to appreciate fully how much elimination of numerous dots and dashes—minute marks that have to be placed with great precision alongside the strokes—contributes to easy, continuous, effortless writing.

Superior in Speed Possibilities.—Writers of Gregg Shorthand have demonstrated in public speed contests, under the most trying conditions, that the system has greater speed possibilities than any other system. A boy of nineteen (who began the study of Gregg Shorthand in a night school less than four years previously) established a record of 268 words a minute net for five minutes, defeating three former champions and eighteen other experienced and capable reporters. The contest committee consisted of seven shorthand reporters, all of whom were writers of other systems. When a mere boy can do this, after such a brief experience, there can be no question that this system of shorthand possesses greater speed possibilities than any of the older systems.

A TALK WITH THE BEGINNER

Success in any study depends largely upon the *interest* taken in that particular subject by the student. This being the case, we earnestly hope that you will realize at the very outset that shorthand can be made an intensely fascinating study. Cultivate a love for it. Think of it as the highest form of writing, which is itself the greatest invention of man. Be proud that you can record the language in graceful lines and curves. Aim constantly to acquire artistic skill in executing those lines and curves. You *can*, if you *will*, make the study of shorthand a perfect joy instead of a task. Its possession has been coveted by the wisest of men and women, for it is not only a practical instrument in commercial work, but a much prized and valuable accomplishment and a means of mental culture.

Be Thorough.—Skill in anything is attained by repetition; therefore do not shirk the careful, painstaking practice on the elementary forms given in the Manual. Write each outline many times, and aim always at the attainment of ease and exactness in execution.

Your future success depends to a very large extent on the way you do your work now. In order that your progress may be sure and rapid, master each lesson before you proceed with the next.

At first, write slowly and carefully; aim at accuracy rather than speed, but do not *draw* the characters. You must understand at the outset that shorthand must be *written;* but you must also impress upon your mind that whatever you write you must read, hence the necessity for good penmanship. As skill in executing the movements is obtained, the speed may be increased until the forms are written rapidly. Some attention should be given to acquiring a capacity for writing *individual* outlines rapidly without hesitation, and with a free movement of the hand.

Aim to acquire a smooth style of writing; execute each character with an easy, *continuous* motion of the pen, and pass directly to the next without unnecessary movements. A halting, jerky movement is fatal to speed, and may be almost always traced to

indecision, caused by unfamiliarity with the forms. At first carefully analyze the words. To do this it is, of course, necessary for you to think of them in detail; but after you have determined the correct outline, practice it and think of it as a *whole*.

Facility in the use of shorthand depends largely upon the stock of outlines you have at your ready command. Note the use of that word *ready*. This means that you should master all the forms given in the Manual by writing them many times. This will not only impress the forms on your mind so that you will not have any hesitation in recalling them, but will give you facility in writing them. In shorthand it is not sufficient to *know* how to write a word—you must not only know the form but be able to write it quickly. Hence the necessity for much *repetition practice* in writing the forms.

If, in addition to the words given in the Manual, you can add to your stock of outlines other words written under the same principles you will have gained a great deal—will have laid a broader foundation for advanced work which will lessen the time required to attain efficiency.

Devote Much Time to Reading Well-Written Shorthand.—By doing this you will become not only a fluent reader, but you will enlarge your writing vocabulary. Unconsciously you will imitate in your own work the easy execution of the forms shown in the printed plates. All expert writers have devoted much time to reading shorthand.

In addition to the work outlined in this Manual, we strongly recommend the use of the exercises given each month in the Learners' Department of the *Gregg Writer*. These exercises can be used with great advantage from the very first lesson. Each number contains many helpful suggestions, and a number of shorthand pages that afford valuable exercises in reading and writing for students at all stages of advancement.

Don't Get Discouraged.—The complete mastery of shorthand and typewriting is worthy of your best efforts, and if you devote yourself earnestly to that work there can be no such thing as failure.

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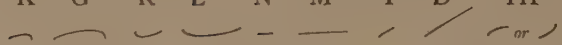
The Alphabet of Gregg Shorthand

Consonants

Written forward:

K G R L N M T D TH



Written downward:

P B F V CH J S SH

H NG NK

(A dot)

Vowels

A-group

Short	*ă*	as in	*cat*	
Medium	*ä*	" "	*calm*	
Long	*ā*	" "	*came*	

O-group

Short	*ŏ*	as in	*hot*	
Medium	*aw*	" "	*audit*	
Long	*ō*	" "	*ode*	

E-group

Short	*ĭ*	as in	*din*	
Medium	*ē*	" "	*den*	
Long	*ē*	" "	*dean*	

OO-group

Short	*ŭ*	as in	*tuck*	
Medium	*o͝o*	" "	*took*	
Long	*o͞o*	" "	*doom*	

Diphthongs

	Composed of			
ū	*ĭ-o͞o*	as in	*unit*	
ow	*ä-o͞o*	" "	*owl*	
oi	*aw-ē*	as in	*oil*	
ī	*ä-ē*	" "	*isle*	

FIRST LESSON

1. Write the sounds of each word and omit all silent letters; thus for *aim* write *ām* (long sound of *a*), for *cat* write *kăt*, for *knee* write *nē*.

Consonants

2. The alphabet should be mastered in sections, as given in these lessons. It will be noticed that the consonants are arranged in pairs, according to their affinity of sound, and are distinguished by a difference in length. There is no absolute standard as to length, as the characters, being founded on ordinary writing, vary in size, slant, etc., according to the personal habits of the writer. The size of the characters given in this manual will be a safe standard to adopt. The characters for the consonants in this lesson are derived from an elliptical figure, thus:

K G R L N M T D H

Note: All of these characters are written *forward* from left to right, and T, D struck *upward* from the line of writing. The G given in this lesson is called *gay*, being the hard sound as in *game*, *get*, and not the soft sound heard in *gem*, *magic*. The aspirate H is indicated by a dot placed over the vowel. Practice all these characters until you can write them without the slightest hesitation.

VOWELS

3. In writing by sound there are twelve distinct vowels, which are arranged in four groups, each consisting of three closely related sounds. In this lesson we have the first two groups, which for convenience are called the "A" and "E" groups.

4. The *short* sound of *a*, as heard in *cat*, *ran*, is expressed by the large circle; the *medium* sound, as heard in *calm*, *ark*, is expressed by the large circle with a dot beneath; the *long* sound, as heard in *ate*, *may*, is expressed by the large circle with a dash beneath.

ă		*as in*	mat	m ă t	
ä		*as in*	calm	k ä m	
ā		*as in*	gate	g ā t	

5. The *short* sound of *i*, as heard in *din*, *rid* (not the long sound of *i*, heard in *dine*, *ride*), is expressed by the small circle; the sound of *e*, as heard in *get*, *net*, is expressed by the small circle with a dot beneath; the *long* sound of *e*, as heard in *me*, *eat*, is expressed by the small circle with a dash beneath.

ĭ		*as in*	knit	n ĭ t	
ĕ		*as in*	net	n ĕ t	
ē		*as in*	neat	n ē t	

NOTE: The dot and dash are useful to indicate the exact vowel sounds in unfamiliar or isolated words, but otherwise they are seldom used.

Rules for Joining Circles

6. The circle is written on the *inside of curves*, and on the *outside of angles*.

Inside Curves

eke	ē k	era	ē r a	
key	k ē	rat	r ă t	
ale	ā l	take	t ā k	

Outside Angles

team	t ē m	rail	r ā l	
meet	m ē t	gain	g ā n	

7. Before or after straight lines, or between two straight lines in the same direction, the circle is written forward—as the hands of a clock move.

Before			*After*	
aim	ā m	me	m ē	
hat	h ă t	day	d ā	

Between

mean	m ē n	deed	d ē d

8. Between two reverse curves the circle is turned on the back of the first curve.

kill	k ĭ l	gear	g ē r	
wreck	r ĕ k	lake	l ā k	

Method of Practice

9. You may now proceed to copy the following list of words. In doing this, pay particular attention to the *sounds* of each word, and repeat them as you write. This will help to impress the forms upon your memory, and at the same time familiarize you with the ordinary process of note-taking.

General Exercise

knee	n ē		tact	t ă k t	
keen	k ē n		tray	t r ā	
kick	k ĭ k		train	t r ā n	
ache	ā k		treat	t r ē t	
acre	ā k r		nail	n ā l	
acme	a k m ē		tale	t ā l	
neck	n ĕ k		lay	l ā	
cake	k ā k		deem	d ē m	
ark	ä r k		rim	r ĭ m	
eat	ē t		reed	r ē d	
kit	k ĭ t		arid	a r ĭ d	
hit	h ĭ t		rainy	r ā n ĭ	
had	h ă d		hack	h ă k	

eddy	ĕ d ĭ		ill	ĭ l	
writ	r ĭ t		hill	h ĭ l	
came	k ā m		mill	m ĭ l	
creed	k r ē d		attic	ă t ĭ k	
cream	k r ē m		tickle	t ĭ k l	
merry	m ĕ r ĭ		ticket	t ĭ k ĕ t	
lane	l ā n		trick	t r ĭ k	
lamb	l ă m		deck	d ĕ k	
lady	l ā d ĭ		deacon	d ē k n	
rack	r ă k		decay	d ē k ā	
ready	r ĕ d ĭ		reel	r ē l	
maim	m ā m		gray	g r ā	
grim	g r ĭ m		eagle	ē g l	
rally	r ă l ĭ		arena	a r ē n a	
get	g ĕ t		narrate	n ă r ā t	
rig	r ĭ g		marine	m a r ē n	
linen	l ĭ n ĕ n		hatred	h ā t r ĕ d	
drama	d r ä m a		camera	k ă m ĕ r a	
rag	r ă g		tyranny	t ĭ r a n ĭ	
lick	l ĭ k		etiquette	ĕ t ĭ k ĕ t	

Simple Word-Signs

10. A large proportion of all written and spoken language is made up of a few simple words. Brief forms called word-signs are provided for such words. The following list should be committed to memory before proceeding further:

can		in, not		he	
go, good		am, more		I	
are, our		at, it		a, an (dot)	.
well, will		would		the (th)	
				up	

Phrase-Writing

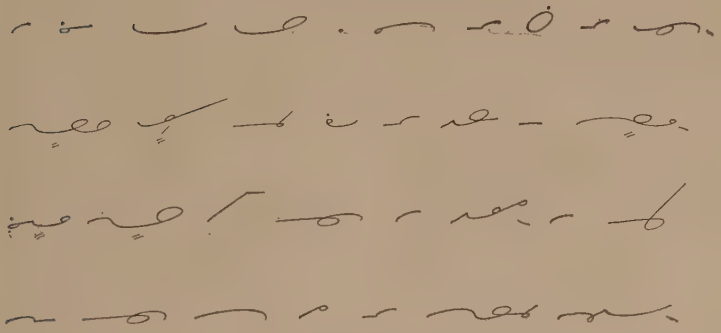
11. The joining of simple words is a great help to speed in shorthand writing. It is a difficult art to acquire if deferred until the student has formed the habit of writing the common words separately. The student should, therefore, cultivate the practice from the first lesson by the use of such simple phrases as are here given:

in the		I would		it will not	
I can		I am		I can not	
I will		at the		in our	
would not		it will		can the	

Punctuation, Etc.

12. The *period* is expressed by ⌒, the end of a *paragraph* by >, the *dash* by =, the *hyphen* by ⸗ (two short dashes struck upward), and the *interrogation* by ×. Capitals and proper names may be indicated by two short dashes under the outline. The parentheses may be expressed by the ordinary marks with short dashes through them ( ). Other punctuation marks are written in the usual way.

Reading Exercise



Writing Exercise

1. Ellen Terry read the drama well.
2. Helen Keller can read in-the dark.
3. The rain will make the day dreary.
4. The enemy may make an attack in-the rear.
5. The League team will meet at-the Arena.

SECOND LESSON

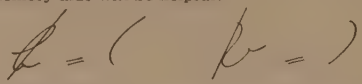
The Downward Characters

13. The characters for the consonants in this lesson are derived from another elliptical figure; thus

P	B	F	V	CH	J	SH

Notes: All these characters are written downward. CH is pronounced *chay*, not *see-aitch;* and SH is called *ish*, not *es-aitch*. SH is a mere tick.

The following memory aids will be helpful:



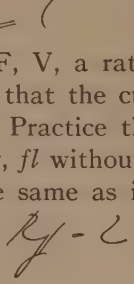
14. In writing F, V, a rather vertical inclination is desirable in order that the curve may join easily with other characters. Practice the following outlines, and in doing so join *fr*, *fl* without forming an angle. The motion is just the same as in writing a part of Y in longhand; thus 

fig	f ĭ g		free	f r ē	
vain	v ā n		frame	f r ā m	
fail	f ā l		flash	f l ă sh	

15. The circle may assume the form of a loop where more convenient.

dash	d ă sh		cheat	ch ē t	
fame	f ā m		lap	l ă p	

16. Between an oblique curve—such as P, B, F, V—and a straight line, the circle is placed on the outside.

palm	p ä m		Dave	d ā v	
beat	b ē t		knave	n ā v	

17. The base of the first consonant of a word rests on the line of writing.

map	m ă p		fetch	f ĕ ch	
cave	k ā v		chief	ch ē f	

18. The following words illustrate the application of the rules for joining circles to the consonants given in this lesson:

Inside Curves (Par. 6).

Outside Angles (Par. 6).

Joined to Straight Lines (Par. 7).

Between Reverse Curves (Par. 8).

Between Oblique Curves and Straight Lines (Par. 16).

General Exercise

edge	ĕ j	jig	j ĭ g	
able	ā b l	apple	ă p l	
fear	f ē r	peal	p ē l	
beer	b ē r	appeal	ă p ē l	
fish	f ĭ sh	cheap	ch ē p	
feed	f ē d	chap	ch ă p	
play	p l ā	beak	b ē k	
cheek	ch ē k	back	b ă k	
reap	r ē p	beam	b ē m	
peep	p ē p	balm	b ä m	
Jap	j ă p	chain	ch ā n	
nap	n ă p	catch	k ă ch	
cab	k ă b	shake	sh ā k	
peach	p ē ch	shame	sh ā m	
preach	p r ē ch	bread	b r ĕ d	
tab	t ă b	bridge	b r ĭ j	
gem	j ĕ m	shave	sh ā v	
pale	p ā l	fray	f r ā	
sherry	sh ĕ r ĭ	feel	f ē l	

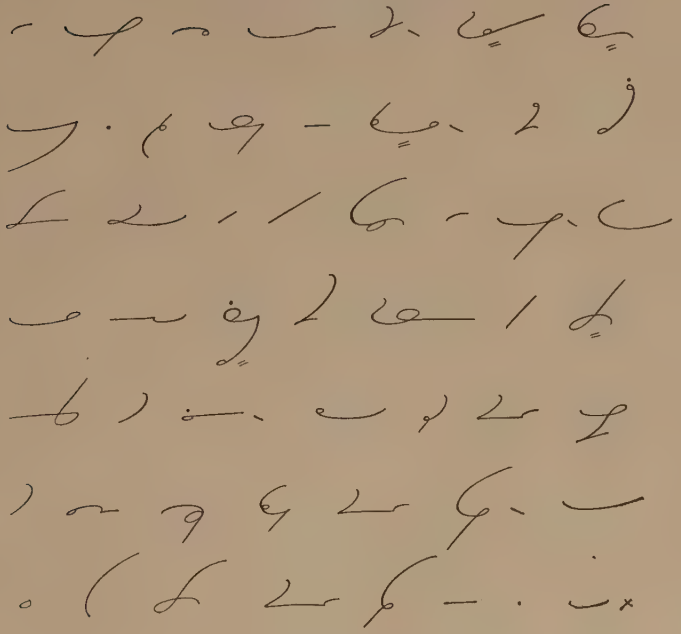
ledge	l ĕ j	Arab	ă r a b	
allege	ă l ĕ j	chill	ch ĭ l	
pledge	p l ĕ j	Jack	j ă k	
nib	n ĭ b	rage	r ā j	
brief	b r ē f	page	p ā j	
chin	ch ĭ n	vague	v ā g	
calf	k ä f	dip	d ĭ p	
rave	r ā v	rich	r ĭ ch	
grave	g r ā v	navy	n ā v ĭ	
shade	sh ā d	cliff	k l ĭ f	
half	h ä f	shaggy	sh ă g ĭ	
badge	b ă j	vim	v ĭ m	
brain	b r ā n	abate	a b ā t	
valid	v ă l ĭ d	heavy	h ĕ v ĭ	
trap	t r ă p	Java	j ä v a	
crash	k r ă sh	parish	p ă r ĭ sh	
trash	t r ă sh	palate	p ă l a t	
beef	b ē f	flinch	f l ĭ n ch	
brave	b r ā v	beetle	b ē t l	
hitch	h ĭ ch	avail	ă v ā l	

Word-Signs and Phrases

put		let, letter	
be, but		little	
been, bound		market, Mr.	
before, behalf		reply	
belief, believe		represent	
for		teach	
form, from		check	
have		for the	
change, which		I have	
shall, ship		I have not	
about		in which	
after		I shall	
ever-y		I shall not	
any		I shall have	
name		from the	
give-n		would be	
gave		in reply	
please		please ship	

Note: The rule given in Par. 17 applies to phrases.

Reading Exercise



Writing Exercise

1. The maid will-be at-the market every day.
2. Phoebe Cary will teach her French.
3. The team will-be ready for-the match game.
4. Henry came back from-the navy after he had achieved fame.
5. The range in-the kitchen will bake good bread.
6. Jennie will-have the meal ready in about an hour.
7. Please pay for-the ticket in cash for I-can-not take a check.

THIRD LESSON

The O-Hook

19. The lower part of the elliptical figure ⌒ represents the short sound of *o*, as heard in *hot*, *top;* a dot beneath the hook indicates the sound of *aw*, as in *awe*, *law*, while a short dash indicates the long sound of *o*, as in *owe*, *no*.

ŏ		*as in*	rot	r ŏ t	
aw		*as in*	raw	r aw	
ō		*as in*	wrote	r ō t	

General Exercise

hot	h ŏ t		Shaw	sh aw	
ought	aw t		shawl	sh aw l	
taught	t aw t		show	sh ō	
odd	ŏ d		shoal	sh ō l	
nod	n ŏ d		toad	t ō d	
Maud	m aw d		foe	f ō	
mode	m ō d		foam	f ō m	

loaf	l ō f		paw	p aw	
cope	k ō p		pawn	p aw n	
coach	k ō ch		jaw	j aw	
rod	r ŏ d		dodge	d ŏ j	
blow	b l ō		lodge	l ŏ j	
botch	b ŏ ch		talk	t aw k	
hobby	h ŏ b ĭ		broad	b r aw d	
fraud	f r aw d		dough	d ō	
wrought	r aw t		Jove	j ō v	
dot	d ŏ t		obey	ō b ā	
ball	b aw l		hope	h ō p	
hog	h ŏ g		fop	f ŏ p	
blot	b l ŏ t		chop	ch ŏ p	
rogue	r ō g		Paul	p aw l	
pillow	p ĭ l ō		pole	p ō l	
shallow	sh ă l ō		beau	b ō	
elbow	ĕ l b ō		arrow	ă r ō	
rope	r ō p		John	j ŏ n	
polo	p ō l ō		bone	b ō n	
bore	b ō r		motto	m ŏ t ō	

20. The O-hook is placed on its side *before* N, M, R, L, except when preceded by a downward character as in *bore*, *bone*, *pole*.

on	ŏ n		hall	h aw l	
or	aw r		dome	d ō m	
moan	m ō n		Nome	n ō m	

General Exercise

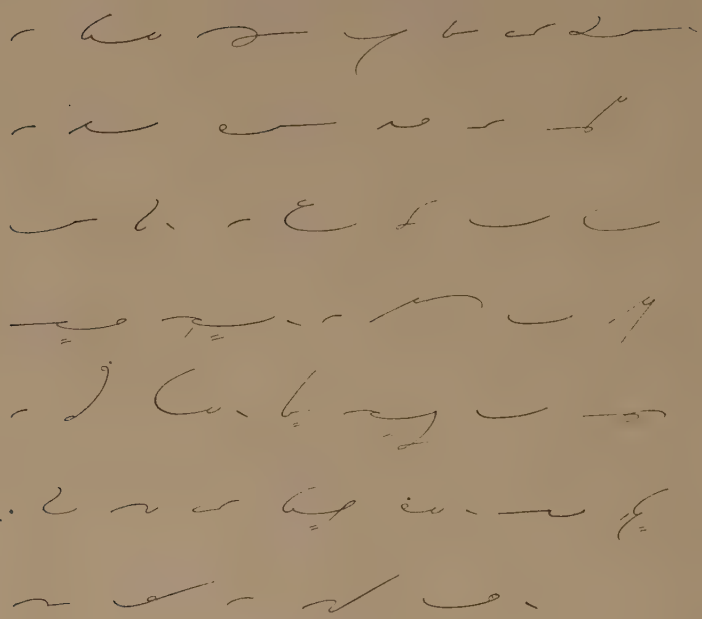
nor	n aw r		home	h ō m	
orb	aw r b		flown	f l ō n	
own	ō n		knoll	n ō l	
whole	h ō l		drawn	d r aw n	
hollow	h ŏ l ō		blown	b l ō n	
aroma	a r ō m a		tone	t ō n	
core	k ō r		atone	a t ō n	
known	n ō n		door	d ō r	
roam	r ō m		adore	a d ō r	
roll	r ō l		loan	l ō n	
comb	k ō m		alone	a l ō n	
coal	k ō l		mole	m ō l	
omit	ō m ĭ t		dawn	d aw n	

goal	g ō l		holy	h ō l ĭ	
tall	t aw l		Nora	n ō r a	
brawny	b r aw n ĭ		Cora	k ō r a	

Word-Signs and Phrases

all		told	
beyond		very	
body		of the	
call		of all	
care		of which	
company, keep		of our	
fall, follow		in favor	
far, favor		in our favor	
friend-ly		on the	
glad		on our	
judge		on which	
most		on which the	
of		in regard	
public, publish		I told	
real, regard		on behalf	

Reading Exercise



Writing Exercise

1. The team will haul the heavy load of coal.
2. Judge Lodge would-not keep the letter from-the public.
3. He will-pay for-the lot if Mr. Cone will take a check drawn in-our-favor.
4. I-can-not very well follow the form given in-the letter.
5. After the ball game Laura came home in-the launch.
6. The good ship Jane dashed on a rock, but all the people reached the shore.

FOURTH LESSON

The OO-Hook

21. The upper part of the small elliptical figure represents the short sound of *u*, heard in *hum*, *dumb* (not the long *u* heard in *use*, which will be given later); a dot beneath the hook indicates the sound of *oo*, as in *took*, *foot*, while a short dash indicates the long *oo*, as in *doom*, *boom*.

ŭ		*as in*	tuck	t ŭ k
ŏŏ		*as in*	took	t ŏŏ k
ōō		*as in*	tomb	t ōō m

General Exercise

hut	h ŭ t	doom	d ōō m	
tug	t ŭ g	shove	sh ŭ v	
shut	sh ŭ t	hug	h ŭ g	
shoot	sh ōō t	rut	r ŭ t	
to	t ŏŏ	shoe	sh ōō	
do	d ōō	shook	sh ŏŏ k	

foot	f ŏŏ t		up	ŭ p	
cuff	k ŭ f		dug	d ŭ g	
hush	h ŭ sh		jug	j ŭ g	
gush	g ŭ sh		fudge	f ŭ j	
honey	h ŭ n ĭ		huff	h ŭ f	
duck	d ŭ k		pool	p ōō l	
hood	h ŏŏ d		fool	f ōō l	
hook	h ŏŏ k		toot	t ōō t	
dove	d ŭ v		oven	ŭ v n	
puff	p ŭ f		tough	t ŭ f	
who	h ōō		ruddy	r ŭ d ĭ	
whom	h ōō m		chuckle	ch ŭ k l	
huddle	h ŭ d l		boom	b ōō m	
tattoo	t ă t ōō		lucky	l ŭ k ĭ	

22. The OO-hook is placed on its side *after* N or M, and also *after* K or G *when followed by* R or L.

nun	n ŭ n		mug	m ŭ g	
mud	m ŭ d		mood	m ōō d	
muff	m ŭ f		cool	k ōō l	
moon	m ōō n		gull	g ŭ l	

Review Exercise on Both Hooks

hot	h ŏ t	loam	l ō m	
hut	h ŭ t	loom	l o̅o̅ m	
home	h ō m	rot	r ŏ t	
hum	h ŭ m	rut	r ŭ t	
moan	m ō n	bone	b ō n	
moon	m o̅o̅ n	boon	b o̅o̅ n	
mode	m ō d	coach	k ŏ ch	
mood	m o̅o̅ d	gush	g ŭ sh	
dome	d ō m	coal	k ō l	
doom	d o̅o̅ m	cull	k ŭ l	

W and Y

23. When followed by a vowel, W has the sound of *o̅o̅*, as o̅o̅-ā-t—*wait.* W is therefore expressed by the oo-hook.

we	w ē	wall	w aw l	
weave	w ē v	woe	w ō	
wait	w ā t	wool	w ŏŏ l	

24. In the body of a word it is generally more convenient to express *w* by a horizontal dash under the

vowel, but this dash may often be omitted.

twig	t w ĭ g		equity	ĕ k w ĭ t ĭ	
twin	t w ĭ n		dwell	d w ĕ l	
quick	k w ĭ k		headway	h ĕ d w ā	

25. In words beginning with *a-h* or *a-w*, followed by a vowel, *a* is expressed by a dot placed on the line close to the next character.

ahead	a h ĕ d		awake	a w ā k	
away	a w ā		ahem	a h ĕ m	

26. Wh is pronounced *hw*, as h-w-ē-l — *wheel*, hence the dot for *h* should be written first.

whit	hw ĭ t		whack	hw ă k	
whig	hw ĭ g		whim	hw ĭ m	

27. Y is equivalent to *ē*, as ē-ō-r — *yore*, and is therefore represented by the small circle.

yacht	y ŏ t		yore	y ō r	
yawn	y aw n		yawl	y aw l	

NOTE: When the combination *yo* or *yaw* precedes R or L, the hook is not placed on its side.

28. At the beginning of a word *yĭ* or *ye* is expressed by a small loop, and *ya* by a large loop. When neces-

sary to denote the exact shade of vowel sound, the dot or dash is placed beneath the loop.

ye	yē	yet	yĕ t	
yea	yā	yellow	yĕ l ō	
year	yē r	Yale	yā l	

General Exercise

way	w ā	acquit	ă k w ĭ t	
wave	w ā v	quail	k w ā l	
wade	w ā d	Broadway	b r a w d w ā	
wake	w ā k	roadway	r ō d w ā	
wage	w ā j	await	a w ā t	
weed	w ē d	awoke	a w ō k	
widow	w ĭ d ō	wheel	hw ē l	
weep	w ē p	wheat	hw ē t	
walk	w aw k	whip	hw ĭ p	
wash	w ŏ sh	whiff	hw ĭ f	
watch	w ŏ ch	yam	yă m	
wove	w ō v	Yarrow	yă r ō	
quack	k w ă k	yoke	y ō k	

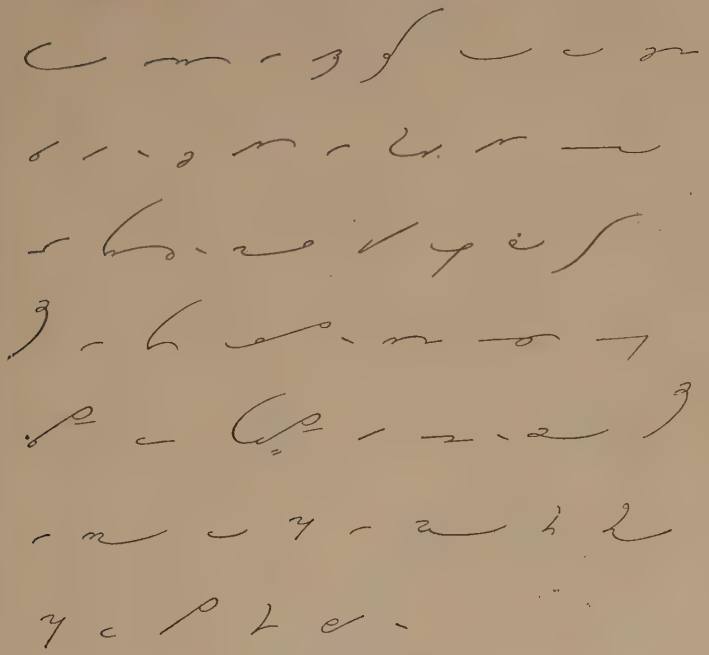
Word-Signs and Phrases

above		of your	
become, book		to you	
could		do you	
full-y		you have	
great		you have not	
look		we have	
move		we have not	
much		you can not	
should		we can not	
sure-ly		we will	
upon		from you	
work		your letter	
world		if you have	
yes		if you will	
you, your		if you can	

W is omitted in the following words:

week		when	
were		what	
where		won-one	

Reading Exercise



Writing Exercise

1. The wheel of-the wagon caught in a rut of-the rough road.
2. The pony ran away but the groom caught him.
3. Edwin should-have told you about-the affair before the letter reached you.
4. You-may do the work in your own way if-you-are sure you-can do it well.
5. The mud in-the road will-reach up to-the hub of-the wagon wheel.

FIFTH LESSON

S AND TH

29. From the small elliptical figure given in the last lesson we obtain two small curves which are written downward to express the very common letter S, and upward to express Th.

S	TH
or	*or*
down	*up*

NOTE: Keep steadily in mind that the curves for S are written *downward*, while those for TH are written *upward* and at a greater inclination. The following will help you to remember S:

RULES FOR JOINING S AND TH

30. When joining S to a curve, write the S stroke that gives a *uniform movement* with the curve. A circle vowel occurring at the joining does not affect the application of this rule.

spray		safe		makes	
reaps		face		case	
pass		skate		slay	
sphere		sick		sales	

NOTE: When S precedes a down stroke, the base of the *down stroke* rests on the line.

31. When joining S to T, D, N, M, form a sharp angle. A circle vowel occurring at the joining does not affect the application of this rule.

stay		odds		smack	
set		days		same	
nets		snow		leans	
said		seen		knees	

32. When joining S to Sh, Ch, J, use the S which is written with the clockwise movement.

sash		sage		chess	

33. In words consisting of S or Th, or both, and a *circle* vowel, write S or Th in accordance with the clockwise movement.

Circle and S		*Circle and Th*		*Combinations*	
as		heath		these	
see		hath		sees	
essay		thee		Seth	

34. The clockwise Th is given the preference, but when joined to O, R, L, the other form is used.

thick		though		moth	
theme		throw		earth	
doth		athlete		health	

35. In words beginning with *so*, the "comma S" is used.

so		soul		soap	
sorrow		sofa		sod	

36. The combination *us* is written without an angle at the beginning of words, or when it follows a down stroke or K, G.

us		fuss		gracious	
bus		gust		vicious	

37. Z is represented by the sign for S, but an oblique dash marks the distinction in isolated words. If necessary, the Th heard in *breathe* may be distinguished from the sound heard in *breath* in the same manner.

gas		face		breath	
gaze		phase		breathe	

NOTE: The sound of *zh*, heard in *azure, rouge, garage*, may be distinguished from *sh* by the oblique dash, but this is necessary only where it is desired to mark the precise sounds of foreign words.

38. The letter X may be expressed at the end, or in the body of words, (but not at the beginning), by a slight modification of the curve for S, as shown in the following examples:

mix		coax		tax	
box		fix		lax	

39. The sound of Ng, heard in *long*, is expressed by giving N a slightly downward direction; and Nk (which is sounded *ngk*, as *rang-k* — *rank*) by a longer sign.

rang		sing		king	
rank		sink		kink	

Simple Prefixes and Suffixes

40. The prefixes *con*, *com*, *coun* are expressed by K, and the vowel is omitted in the prefixes *en*, *in*, *un*, *em*, *im* when the prefix is followed by a *consonant*. The prefix *ex* is expressed by *es*.

condole		infancy		impress	
convey		envy		extol	
compass		emboss		explode	

41. The suffix *ing* or *thing* is expressed by placing a dot beneath or close to the preceding letter; *ings* is expressed by S in the same place, the S being written contrary to the hands of a clock movement.

being		singing		anything	
doing		making		sayings	
ringing		everything		readings	

42. The suffix *ly* is expressed by the small circle, and *ily*, *ally* by a loop.

only		calmly		prettily	
early		readily		totally	

43. The suffix *tion*, *sion* (*shun*) is expressed by SH.

nation		session		action	
oration		motion		fashion	

General Exercise

say		guess		link	
seem		chase		throat	
save		sleepy		both	
sap		serene		booth	
solemn		steel		gang	
scratch		stray		thief	
scream		city		death	
scrip		snake		swear	
score		smash		switch	
hymns		smith		sweet	
miss		fasten		swim	

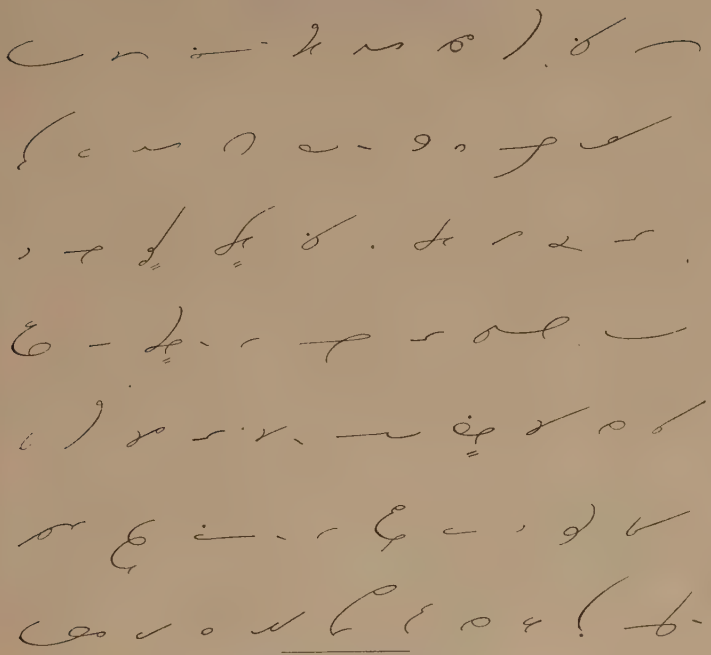
Note: When *sw* is followed by T, D, N, or M, the *w* is expressed by the hook.

trace		salad		loath	
terrace		threat		thud	
shoes		throne		preface	
shows		myth		spring	
husky		wrong		*con*done	
dusky		acid		*com*plex	
hustle		bath		*con*cave	
audacious		wing		*com*bat	
zealous		zero		*coun*ty	
efface		siege		*en*rich	
ethics		thus		*in*famous	
hasty		suffix		*un*fit	
sabre		elixir		rela*tion*	
saucy		applause		*ex*pres*sion*	
essays		stab		*in*va*sion*	
Jessie		sedate		shipp*ing*	
sprain		theft		feel*ings*	
elapse		sashes		thick*ly*	
story		sober		brut*ally*	
sparrow		plank		craft*ily*	

Word-Signs and Phrases

ask		than, then	
business		that	
cause, because		their, there	
course		them	
desire		they	
else, list		thing, think	
inclose		this	
instan-$^{t}_{ce}$		those	
is, his		was	
long		is the	
must		is this	
next		is there	
other		there is	
receive		this is	
some		in these	
soon		for that	
speak, speech		he was	
state		there was	
such		in such	

Reading Exercise



Writing Exercise

1. The book of essays by John Burroughs was-given a long notice in-the papers.
2. I-think that such a motion was made early in-the session.
3. I-shall-not wait for a letter from Mr. King as-the book is on-the press..
4. We-inclose a list of things which we-shall need very soon.
5. The speech by Nicholas Murray Butler was on-the ethics of teaching.

SIXTH LESSON

Diphthongs

44. A pure diphthong is the union in one syllable of two simple vowels uttered in rapid succession. The diphthongs are therefore expressed by joining the circles and hooks representing the vowels of which they are composed.

ū		*as in*	fume	f ū m
ow		*as in*	now	n ow
oi		*as in*	oil	oi l
ī		*as in*	die	d ī

Note: The diphthong *ū* is a combination of *ē* and *ōō; ow*, of *ä* and *ōō; oi*, of *aw* and *ē*. The sign for the diphthong *ī* is a large circle with an indentation — resembling a combination of *ä* and *ē*, which, if uttered in rapid succession, yield a sound almost equivalent to *ī*. This sign for *ī* is generally called "the broken circle."

General Exercise

hue	h ū		fine	f ī n
feud	f ū d		huge	h ū j
cow	k ow		mute	m ū t
toy	t oi		bough	b ow
annoy	a n oi		Hoyle	h oi l
sky	s k ī		try	t r ī

unique	ū n ē k	thy	th ī	
ounce	ow n s	humid	h ū m ĭ d	
toil	t oi l	sigh	s ī	
ripe	r ī p	scout	s k ow t	
youth	ū th	Nile	n ī l	
thou	th ow	vow	v ow	
mine	m ī n	price	p r ī s	
Roy	r oi	rhyme	r ī m	
cue	k ū	apply	ă p l ī	
guide	g ī d	tile	t ī l	
alloy	ă l oi	comply	*com* p l ī	
chime	ch ī m	invite	*in* v ī t	
adjoin	a j oi n	enjoy	*en* j oi	
fight	f ī t	impugn	*im* p ū n	
mouth	m ow th	exude	*ex* ū d	
noise	n oi s	mightily	m ī t *ily*	

NOTES: (a) The rules governing the joining of the circles apply to the diphthong *ī*. In the words *Nile*, *tile*, for instance, the sign is placed outside the angle, as is done in *nail*, *tale*.

(b) In some words it will be found unnecessary to write the line through the large circle to express the diphthong. For example, it is sufficient to write *mat* for *might*, as "it mat (might) be," and *ma* for *my*, as "in ma (my) opinion," etc. Other common examples are: *life*, *quite*, *lively*.

Vowel Combinations

45. Consecutive vowels which do not form a pure diphthong are joined in their natural order.

Leo	l ē ō		olio	ō l ĭ ō	
Owen	ō ĕ n		cameo	k ă m ĕ ō	
Noah	n ō a		snowy	s ṅ ō ĭ	

Note: When long *ō* is followed by a small circle, as in *Owen*, (ō ĕ n), the dash is usually placed beneath the hook.

46. Any vowel following the diphthong *ī* is expressed by the small circle within the large circle.

via	v ī a		lion	l ī ŭ n	
fiat	f ī ă t		science	s ī ĕ n s	
dial	d ī a l		iota	ī ō t a	

Note: When *io* begins a word it is written (as in *iota*, given above) with the same movement as *o* in longhand, which it resembles in appearance.

47. Where necessary, short *i* followed by *a* as in *mania*, is expressed by the large circle with a *dot* placed within it; and *e* followed by any large circle vowel sound by the large circle with a *dash* within it. These distinctions are seldom necessary.

mania	m ā n ĭ a		Olympia	o l ĭ m p ĭ a	
medial	m ē d ĭ a l		ammonia	ă m ō n ĭ a	
area	ā r e a		Lydia	l ĭ d ĭ a	

48. There are a few words in which there are no consonants. In such words the dot for the aspirate, or the marks distinguishing the vowel sounds, should be used.

ah!		who		ye	
awe		hue, hew		yea	
owe, oh!		hay		woe	
hoe		high		woo	

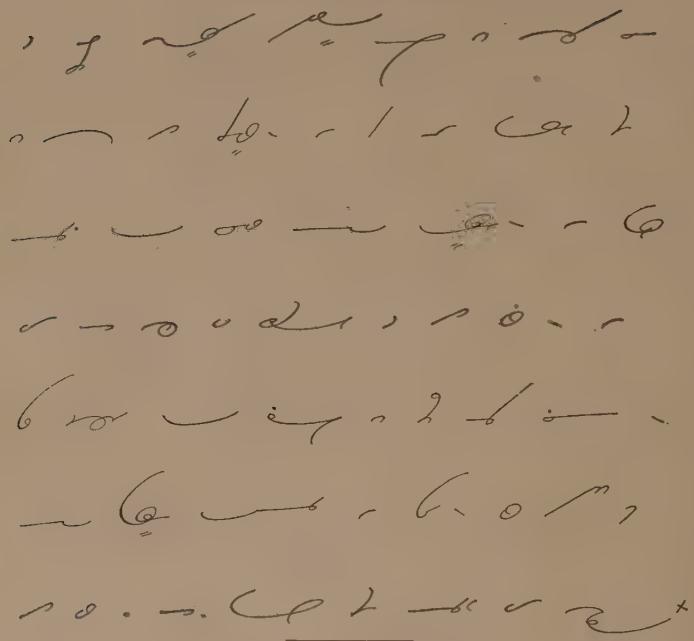
Word-Signs and Phrases

allow		new		wife	
behind		point, appoint		wire	
by		right, write		please wire	
find		side		please write	
how, out		use		write me	
kind		usual-ly, wish		your kind letter	
light		while		on this side	
like		why		I would like	

Special Business Phrases

Dear Sir		Yours truly		Yours very truly	
Dear Madam		Very truly yours		Yours respectfully	

Reading Exercise



Writing Exercise

1. Julia Marlowe will-not play Ophelia this year.
2. If-you-find that Mr. Boyd is out of-the city, please-wire-me so that I-can get you other help.
3. Please-write-me fully as-to what you do about increasing the price on-the lots in Butte.
4. Before we publish the book we-must find out about the size of type which you-wish us to use.
5. The chimes will ring in the new year.

SEVENTH LESSON

Blended Consonants

49. When two straight lines form an obtuse or blunt angle, the natural tendency of the hand is to "slur" the angle and allow the lines to form a curve, thus:

The characters have been so arranged that many frequent combinations form an obtuse angle, and such angle not being observed, the lines blend naturally in the form of a curve.

50. Master the following blended consonants, writing them upward from the line of writing:

TEN, DEN	*as in*	tenor		denote		
TEM, DEM	*as in*	temper		demolish		
ENT, END	*as in*	paint		bond		
EMT, EMD	*as in*	prompt		deemed		

Notes: (a) As the combinations are pronounced as syllables, minor vowels occurring between the consonants are omitted, but diphthongs and strongly accented vowels are inserted. For instance, *dean*, *dine*, *team*, *tame*, *dome*, *dime*, are written in full. The blend is used, however, in words ending in *tain* as *detain*.

(b) Although the blends *ent*, *end*, *emt*, *emd* are pronounced as syllables, just as *sh* is pronounced *ish*, the vowel preceding the blend is seldom omitted, except at the beginning of a word, as in *entry*, *entail*.

General Exercise

tenets		detain		temple	
tenant		threaten		attempt	
tenacious [a]		tendency		demur	
dense		attendance		wisdom	
*con*dense		timid		entry	
*con*densa*tion*		freedom		entail	
*con*tinent		kingdom		plenty	
*con*demn		*con*templa-*tion*		moaned	
*in*ten*tion* [b]		anatomy		dawned	
*ex*ten*sion*		phantom		fastened	
*con*ten*tion*		autumn		lamed	
sweeten		sanctum		seemed	
latent [b]		brand		steamed	
mutiny		lined		exempt	
stencil		signed		shamed	
mutton		faint		Indian	
obtain		gained		addenda [b]	

Notes: (a) The rule given in Paragraph 16 applies to writing the circle between the blended consonants and straight lines as in the word *tenacious*.

(b) Where it is possible to use either *ten*, *den*, or *ent*, *end*, the *ten*, *den* blend is given the preference.

51. In joining *d* to *f* or *v*, and *j* to *ent*, *end*, the angle is obscured in rapid writing, and the combination may be written with one impulse of the pen.

DEF-V, TIVE *as in* defeat native

JENT-D, PENT-D *as in* gentle happened

NOTE: It will be found that *tive* generally occurs at the end of words, as in *native*, and cannot be confused with *def*, *dev*, which generally occur at the beginning of words, as in *defame*.

GENERAL EXERCISE

defy		deficit		genteel	
edify		restive		Gentile	
edifice		festive		legend	
deface		motive		regent	
defame		attentive		*con*tingent	
defense		tentative		tangent	
devout		cheapened		pageant	
divine		ripened		depend	
divide		rampant		spent	
diffidence		opened		*ex*pend	
devise		cogent		*im*pend*ing*	

52. The syllables *men*, *mem* are expressed by lengthening *m*, that is, by joining *m* and *n; ted*, *ded*, *det*, by a long stroke upwards, equal to *t* and *d* joined; *ses* or *sus*, by joining the two signs for *s; xes*, by joining *x* and *s*.

MEN, MEM	*as in*	men*tion*	memory
TED, DED, DET	*as in*	heated	seated
SES	*as in*	passes	faces
XES	*as in*	boxes	mixes

NOTES: The combination *det* usually occurs at the beginning of words, as in *detach*, *detest*, while *ded*, *ted*, usually occur at the end of words.

The stroke is used to express *ted*, *ded* after short words only, a disjoined dash being more convenient in most words as explained in Par. 53.

GENERAL EXERCISE

men	effeminate	Roman
many	nominate	romance
menace	examine	Ottoman
minute	maintain	famine
month	minimum	human
amen	stamina	Manhattan
acumen	women	common*ly*
immense	omen	detach
emanate	ominous	detec*tion*
memoir	remain	waited

masses		teases		sustain	
guesses		possess		cessation	
races		leases		annexes	
basis		fences		taxes	

NOTE: In rapid writing the first *s* in *ses* may become obscure, and yet the second *s*, being written contrary to the rule for writing a single *s*, clearly indicates the plural form. Compare *face*, *faces*, *case*, *cases*, *pass*, *passes*.

53. At the end of many words *ted*, *ded*, and sometimes *ed*, may be expressed by placing *t* beneath or close to the preceding character.

invited		divided		demanded		printed	

54. Advantage may be taken of the blending principle in phrase writing, thus: *t-me* for *to me*, *t-do* for *to do*.

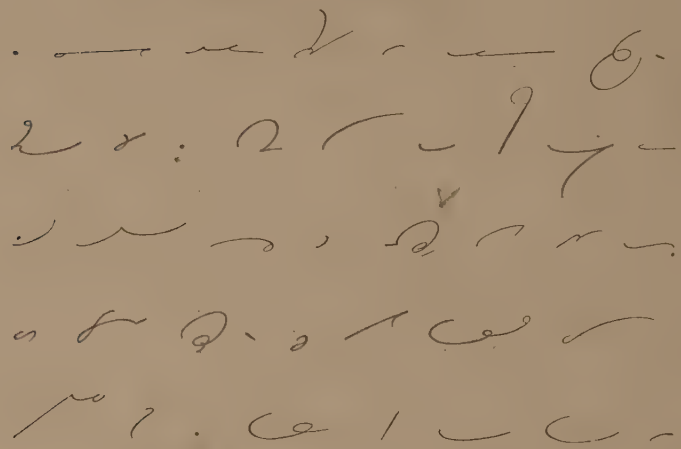
to-day		to meet		ought to know	
to do		to make		at any time	
to draw		to my		what to do	
to mean		to know		in due time	

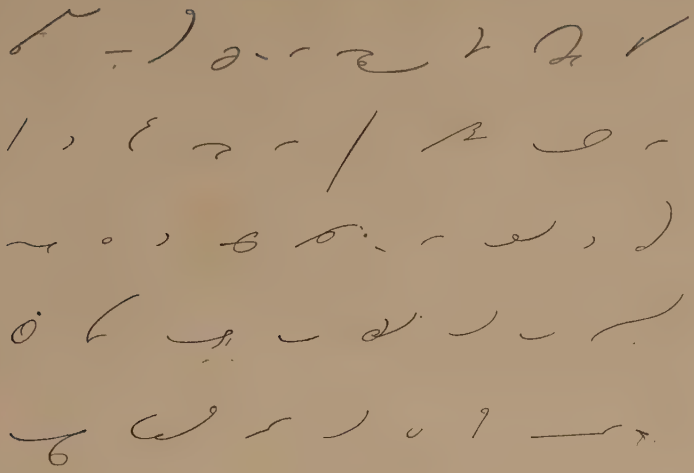
WORD-SIGNS AND PHRASES

and, end		assist		date, did	
hand		attention		definite	
agent		between		devote	

differ-ent ence		society		and I am	
difficult-y		time		at hand	
duty		to-morrow		all my time	
endure		want		at that time	
exist-ence		went		for the time	
gentlemen		in time		your attention	
Messrs.		and there		kind attention	
says, system		and there is		every attention	
season		and am		my attention	

Reading Exercise





Writing Exercise

1. The society asks for different working conditions and a minimum wage law.

2. The memoirs of-this famous man read like a romance; such a book will-be an inspiration to-me.

3. Andrew Temple will study printing and book binding in the evening classes at the Manhattan Academy.

4. Your-letter reached me, but I-have had no time to-make the definite reply demanded.

5. That you-are in business means that you-are doing something for-which mankind is willing to-give you money.

6. We-can-not grant the extension of-time you-wish, and if-the money does-not reach us by-the date mentioned, we-shall draw on-you through our bank.

7. The auditor who was sent to examine the books for-the season had to devote a month to-the work.

EIGHTH LESSON

Rules for Expressing R

55. The circle or loop is written with a reverse movement to express R:

(a) Before or after straight lines, or between two straight lines in the same direction.

Before		*After*		*Between*	
art		tar		tart	
arm		mar		marmot	
harsh		share		tardy	

(b) Between a horizontal and an upward character.

mart	cart	lard	garden

(c) Between a downward character and T, D, N, M.

pert	barn	chart	farm

Note: As there is a tendency in rapid writing to curve a straight line when it is followed by a circle, the distinctive method of joining the circle when reversed after Ch, J, illustrated in *chart* (compare with *pert*), is adopted to prevent any possibility of misreading.

(d) Between SH, CH, J, and L.

churl Charles charlatan Jarley

56. By changing the form of the reversed circle to a *loop* at the end of a straight line, the letter S is added.

dares manners stars tires

readers preachers cheers ledgers

57. Before straight lines S in *ser*, *cer*, *sar*, and Th in *ther*, *thir*, may be written contrary to the usual method of joining to express R.

sermon assert serge sardine

concern concert exert insert

desert third thirty Thermos

General Exercise

heart army harness

hearty hard Armenia

heartily harm earn

yearn		oyster		guarantee	
yard		barter		courtesy	
Yarmouth		dirty		Hibbard	
harmony		Tartar		pardon	
Armada		tender		bird	
arch		cashier		burden	
hermit		mermaid		spared	
hurt*		murmur		shepherd	
urge*		murder		shirt	
near		martyr		charter	
mere		marten		journey	
jeer		girder		sojourn	
dear		alert		adjourn	
domineer		billiard		Germany	
anger		Hilliard		Charlotte	
tire		poniard		hammers	
attire		card		farmers	
dart		carter		soldiers	
mutter		cartridge		surname	

*It is generally more facile to use the circle for the obscure vowel sound heard in *ur*.

58. The letter R may be omitted without reversing:

(a) In many words containing *ar*, *er*:

starch		cargo		perverse	
large		clergy		perversity	
margin		certain		learn	
alarm		serve		term	
tarnish		surface		turn	
argue		surprise		lantern	
starvation		surplus		northern	
gargle		traverse		southern	

(b) In many words containing *or*:

ordain	ornate	sort	retort
extort	indorse	border	absorb

(c) In words beginning with *war*, *wor*:

war	warn	ward	worse

59. The reversing principle is used to express L in the following words:

till, tell	deal	mail	mile
smile	still	style	detail

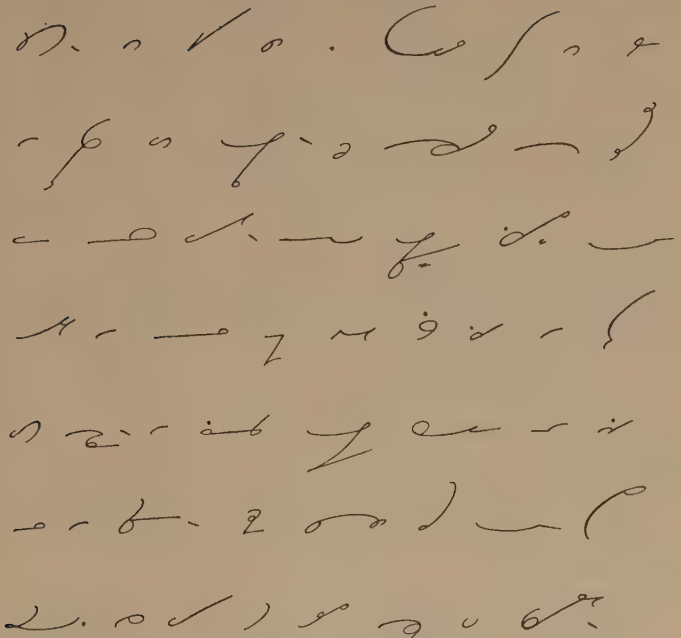
NOTE: The plural of these words is expressed by a reversed *loop*—see Par. 56.

deals	mails	styles	details

WORD-SIGNS

certificate		merchandise		particular	
determine		order		territory	
firm		organize-organization		trust	
first		question		until	
merchant		refer-ence		word	

READING EXERCISE



Writing Exercise

1. The poems of Robert Burns portray his love for mankind, as shown in-the line "A man's a man for all that."

2. We-can-not fill your first order until we-have heard from-your references.

3. In-the northern territory this organization sells only to certain firms, but in-the southern cities it does a large mail order business.

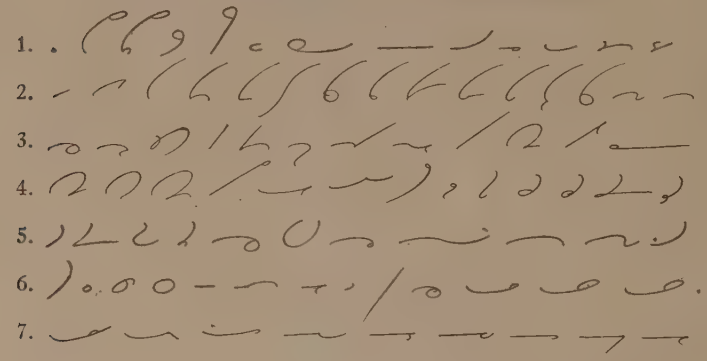
4. The firm in-question deals in hardware and sells all styles of churns, hammers and other tools to-the farmers in-this and bordering counties.

NINTH LESSON

Word-Signs

60. Transcribe the forms on this page without referring to the key given on the next page. Afterwards compare your transcript with the key, and make corrections.

Review Exercise on Word-Signs



KEY TO REVIEW EXERCISE ON WORD-SIGNS

61. It is a good plan for the student to test his knowledge by writing the following, in shorthand, afterwards comparing with the shorthand forms on the opposite page. Place a ring around any word incorrectly written, and then write several lines of the correct form.

1. a-an, about, above, after, agent, all, allow, am-more, and-end, any, are-our, ask, assist.
2. at-it, attention, be-but, become-book, been-bound, before-behalf, behind, belief-believe, between, beyond, body, business, by, call, can.
3. care, cause-because, certificate, change-which, check, company-keep, could, course, date-did, definite, desire, determine.
4. devote, differ-ent-ence, difficult-y, duty, else-list, endure, ever-y, exist-ence, fall-follow, far-favor, find, firm, first.
5. for, form-from, friend-ly, full-y, gave, gentlemen, give-n, glad, go-good, great, hand.
6. have, he, how-out, I, in-not, inclose, instant-instance, is-his, judge, kind, let-letter, light, like.
7. little, long, look, market-Mr., Messrs., most, move, much, must.
8. name, new, next, of, one, order, organize-organization, other, particular, please, point-appoint, public-publish, put.
9. question, real-regard, receive, refer-ence, reply, represent, right-write, says-system, season, shall-ship, should, side, society, some.
10. soon, speak-speech, state, such, sure-ly, teach, territory, than-then, that, the, their-there, them, they, thing-think, this, those.
11. time, told, to-morrow, trust, until, upon, use, usual-ly-wish, very, want, was, week, well-will, went.
12. were, what, when, where, while, why, wife, wire, word, work, world, would, yes, you-your.

List of Additional Word-Signs

62. Many of these words are written in accordance with rules given at a later stage of the study, but are presented now so that you may begin dictation on connected matter. As these words are of frequent occurrence, the forms should be diligently practiced, not merely to memorize them, but also to gain facility in writing.

accept-ance		bring	
accord		capital	
accordance		car, correct	
acknowledge		carry	
acquaint-ance		character	
advantage		charge	
advertise		clear-ly	
again		clerk	
agree		collect	
always		consider-ation	
arrange-ment		copy	
avoid		corporation	
beauty		correspond-ence	
better		cover	
bill		credit	

custom		import-ant/ance	
deliver		improve-ment	
direct		industry	
dollar		influence	
draft		insur-e/ance	
duplicate		invoice	
during, Dr.		jury	
educate		mortgage	
effect		never	
either		newspaper	
enough		object	
experience		oblige	
fault (see *fall*)		occasion	
future		occup-y/ation	
God		office	
gone		official	
got		opinion	
govern-ment		part	
house		princip-al/le	
immediate-ly		publication	

pupil

quality

quantity

railroad

railway

recent

record

regret

remark

remit-tance

report

respect-ful-ly

return

satis-fy factory

satisfaction

send

signific-ant ance

sir

small

spirit

stand

stock

strange

strong, strength

suggest-ion

thank

thorough-ly, three

throughout

truth

typewriter

value

vowel

wealth (see *well*)

with

without

wonder

yesterday

young

NOTES: (a) The plural of word-signs ending in *S* is formed as follows:

causes instances respects

(b) In forming the plural of word-signs ending in a circle and of some words ending in a loop, a slight change is made in the manner of joining S.

names cares carries

families homilies anomalies

(c) After a circle vowel, *ly* is written outside the preceding consonant, thus:

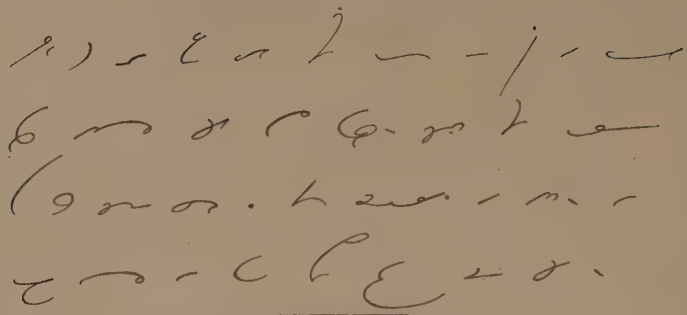
namely dearly likely

daily nearly merely

(d) *Ly* is added to words ending in the diphthong *i* by using a double circle.

lightly kindly rightly

READING EXERCISE



Writing Exercise

1. The government will insure the goods against loss.

2. Your acceptance of our order is in accordance with the arrangement, a copy of which I gave to your clerk.

3. His long experience in writing advertising copy will be an advantage to the new official in his work with the insurance corporation.

4. Quality is more important than quantity. Your motto should be "Not how much, but how well."

5. The charge of the judge will oblige the jury to consider the character and occupation of the victim.

6. The agent reports that he could not send the book yesterday but that he will deliver it to-morrow without fail.

7. The value of the typewriter in the business office is great—in truth it is difficult to do business without one.

8. He says that most of his pupils wish to take the full course and that he is planning the organization of a new class at the beginning of next month.

9. We suggest that the society arrange to take some action on this report and that such action be made a part of the record.

10. Please send a check with your next order or we cannot accord it immediate attention.

11. The report of this season's business is thoroughly satisfactory.

12. The object of this publication is to place before the public the truth about the recent report on the railway stock.

TENTH LESSON

Compound Words

63. A number of compounds may be obtained by joining simple word-signs, as illustrated in the second lesson by the word "before." The following words are formed on the same principle:

any:

be:

ever-y:

here:

there:

where:

soever:

some:

with:

Note: Slight modifications or omissions are made in the forms for *anywhere, anyhow, hereinafter, herewith, however, sometime,* and *somewhere.* These should receive special attention. The form for *notwithstanding* is *not-with-s.*

Miscellaneous Compounds

nobody		nevertheless		otherwise	
meanwhile		standpoint		thanksgiving	

KEY TO COMPOUND WORDS

any: anybody, anyone, anywhere, anyhow.

be: before, beforehand, behindhand, belong, beside.

ever-y: whatever, whenever, whichever, however, whoever, everybody, everyone, everywhere.

here: hereafter, herein, hereinafter, hereinbefore, hereon, hereto, heretofore, hereunto, herewith.

there: thereafter, therein, therefore, therefrom, thereon, thereto, thereupon, therewith.

where: whereabouts, whereas, wherever, wherefore, wherein, whereof, whereon, elsewhere.

soever: whatsoever, wheresoever, whensoever, whosoever, whomsoever.

some: somebody, somehow, someone, sometime, somewhat, somewhere.

with: within, withstand, forthwith, notwithstanding.

Derivatives, Etc.

64. After abbreviated words and words ending in a reversed circle, a short dash struck upward is used to express the past tense; the disjoined *r* expresses the terminations *er*, *or*, and the disjoined *ri*, expresses *ary*, *ory*.

wanted		director		caller	
experienced		directory		customary	
dearer		nearer		murderer	

NOTE: When the forms are distinctive, *er*, *or*, *ary*, *ory*, may be joined, as in *greater*, *boundary*, *receiver*, *stronger*, *writer*, *reporter*.

65. When a word-sign ends with the *last consonant of the word*, the reversing principle may be used to express *er* after straight lines.

sooner	longer	firmer	teacher

66. The word-signs *after* (*af*) and *out* (*ow*) may be used as prefix forms.

aftertimes	afternoon	outstanding	outside

GENERAL EXERCISE

cared		collected		creditor	
favored		corrected		fuller	
returned		insured		giver	
believed		insurer		kinder	
caused		advertiser		recorder	
inclosed		clearer		speaker	

sender		thinker		afterglow	
shipper		worker		outgoing	
publisher		afterthought		outfit	

The Abbreviating Principle

67. Many long words may be abbreviated by dropping the terminations. It would be a waste of time and effort to write more of a word than is necessary to suggest it when transcribing. This principle is already familiar in longhand, as *Rev.* for *Reverend*, *ans.* for *answer*, *Jan.* for *January*, *Phila.* for *Philadelphia*, etc.

The extent to which the principle may be applied depends upon the familiarity of the writer with the words and subject matter. Every writer can apply it easily and naturally to familiar words, and adapt it to the special requirements of the line of work in which he may be engaged.

The words given in this lesson are among the most common and useful illustrations of the application of this principle. When these have been studied, it will be easy to apply the principle in general practice. Many of the words given in subsequent lessons are abbreviated in this way. It is important to bear in mind that all the words so abbreviated will usually occur in sentences. For instance in the sentence "He was received with great enthusiasm," it would be sufficient to write *enthus* for *enthusiasm;* and the same form might be used for *enthusiastic* in "He met with a most enthusiastic reception."

ILLUSTRATION OF ABBREVIATING PRINCIPLE

It is *poss*ible that the *suc*cess of the *mag*azine may

make it *neces*sary to change the *pol*icy of the *assoc*iation

at the next meeting in *Phila*delphia sometime in *Jan*uary.

Have you a *memo*randum of their *finan*cial standing?

We cannot *can*cel the *bal*ance. The *Feb*ruary *num*ber will

contain an *ori*ginal story by a very *promin*ent writer.

Please *ans*wer this letter before *Sep*tember first. We

*remem*ber your *co-op*eration at that time and we shall show

our *appre*ciation when there is an *oppor*tunity to do so.

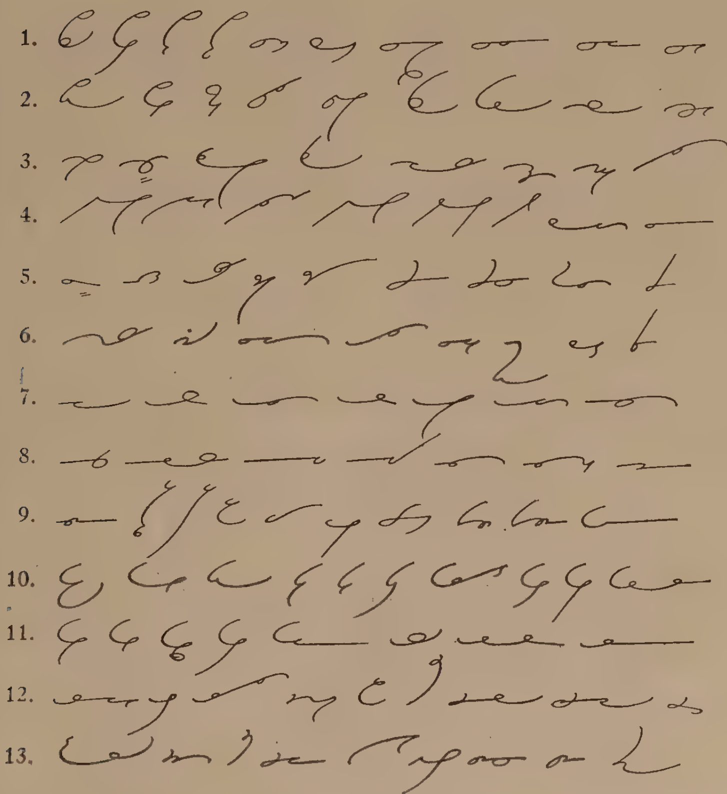
Exercise on Abbreviating Principle

Write the following words in shorthand, and then compare with the forms given on the opposite page:

1. aband(on), abbrev(iate), abs(ent), abso(lute), accus(tom), alph(abet), ambass(ador), anim(al), anon(ymous), ans(wer).
2. apol(ogize), apprec(iate), assoc(iation), attit(ude), attrib(ute), bal(ance), brill(iant), cal(culate), canc(el).
3. cap(able), Cath(olic), celeb(rate), chil(dren), collat(eral), conseq(uence), co-op(erate), deg(ree).
4. delib(erate), demons(trate), dict(ate,) dilap(idate), dilig(ence), dis(count), eloq(uent), emin(ent).
5. Eng(land), enthus(iasm), entit(le), estab(lish), estim(ate), fam(iliar), finan(cial), freq(uent), gen(eral).
6. grat(itude), hund(red), inaug(urate), indic(ate), innoc(ence), invol(ve), irresis(tible), journ(al).
7. knowl(edge), lang(uage), leg(al), leng(th), lib(erty), loc(al), mag(azine).
8. mat(ter), melan(choly), memo(randum), mod(erate), neg(lect), negoti(ate), num(ber).
9. num(erous), obse(rve), obv(ious), oppor(tunity), ordin(ary), orig(inal), pamph(let), pecu(liar), pecun(iary), perman(ent).
10. perpend(icular), pleas(ant), pol(icy), pop(ular), pos(sible), pov(erty), predeces(sor), pref(er), prej(udice), prelim(inary),
11. prep(are), pres(ent), presi(de), priv(ilege), promin(ent), rath(er), relinq(uish), remem(ber).
12. remons(trate), rev(erend), ridic(ulous), scrup(ulous), separ(ate), sev(eral), simil(ar), simul(taneous), singu(lar).
13. splend(id), suc(cess), suf(ficient), synon(ymous), temp(erance), trav(el), unan(imous), un(ion), vul(gar).

Exercise on Abbreviating Principle

Transcribe the following words, and then compare with the key on the opposite page:



68. The Abbreviating Principle may be applied to a *short* word when a distinctive outline is secured. Usually this is done after a diphthong or strongly sounded vowel, as illustrated in the word-signs *right-write, find, light, side.* The following are useful examples:

bright		client		trade	
delight		private		grade	
arrive		trial		freight	
derive		doubt		claim	
decide		loyal-ty		poor	
unite		power		cure	
strike		proud		night	
entire		thousand		to-night	

Days and Months

Sunday		January		August	
Monday		February		September	
Tuesday		March		October	
Wednesday		April		November	
Thursday		May		December	
Friday		June			
Saturday		July			

FIGURES, ETC.

69. After numerals the word *dollars* is expressed by *d; hundred* by *n* placed under the numeral; *thousand* by *th; million* by *m* placed on the line close to the numeral; *billion* by *b; pounds* (weight or money) by *p; gallons* by *g; barrels* by *br; bushels* by *bsh; feet* by *f; francs* by *fr; cwt* by *nw; o'clock* by *o* placed over the numeral:

$5		£5,000	
500		£500,000	
$500		five gallons	
5,000		five barrels	
$5,000		five bushels	
500,000		five feet	
5,000,000		five cwt.	
$5,000,000		five o'clock	
5 lbs. (or £5)		500 feet	
500 lbs. (or £500)		five francs	

70. These signs may be used after the article *a* and such words as *per, few, several:*

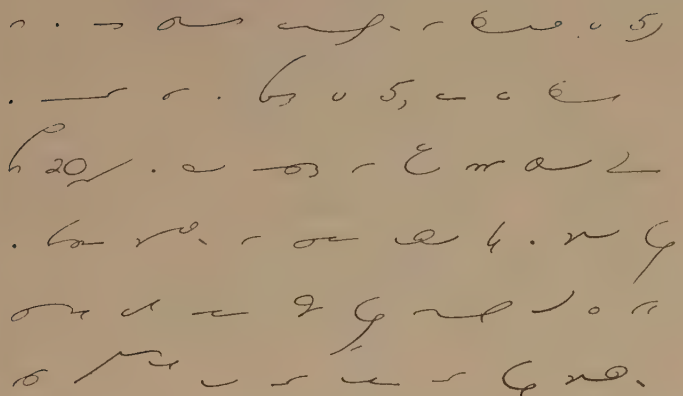
a dollar		few thousand dollars	
a thousand dollars		a pound	

a hundred thousand		per hundred	
several hundred		a million	
several hundred dollars		a gallon	

71. *Cents* when preceded by dollars may be expressed by writing the figures representing them very small and above the numerals for the dollars; when not preceded by dollars the sign for *s* is placed above the figures. *Per cent* is expressed by *s* written below the figures; *per cent per annum* by adding *n* to per cent.

$8.50	five cents	five per cent	five per cent per annum

Reading Exercise



Writing Exercise

1. Elsewhere in this issue you will find a notice which should be read by everyone who desires general knowledge about the legal rights of women in the different states in the union.

2. He advertised in the afternoon papers for an experienced collector and by 10 o'clock that night hundred replies were received.

3. The eloquent speaker was greeted with enthusiastic applause which indicated that his views were popular.

4. If the quality of this merchandise is not as represented you may return the goods to us and we will give you credit for them, but we cannot possibly allow you any discount on the balance.

5. The creditor will not relinquish the claim which his first mortgage gives him, and therefore we cannot sell the entire stock at auction as the other creditors suggested.

6. We allow a discount of 5% on cash sales.

7. Some customers take advantage of this even when they find it necessary to borrow the money for that purpose.

ELEVENTH LESSON

Phrase-Writing

72. The student should cultivate the practice of joining small words, for without it great proficiency can never be attained. All the common phrases consisting of two or three words should be written with the same facility as an ordinary word-form, but nothing is gained by straining after special forms for uncommon phrases, or where the outline requires more than five efforts of the pen. While experience must ever be the supreme teacher in phrase-writing, the following suggestions will be useful:

(*a*) At the outset join short and common words only.

(*b*) The words should make good sense if standing alone, as *I am glad.*

(*c*) The outlines for the words should be capable of being easily joined.

(*d*) Avoid phrases that carry the hand away from the line of writing; in other words, aim at onward movement.

(*e*) Pronouns are generally joined to the words they precede, as *I am, I shall, you can, we have.*

(*f*) A qualifying word may be joined to the word it qualifies, as *good men.*

(*g*) The prepositions *to, of, in* and *with,* and the conjunction *and*

are generally joined to the words they precede, as *to have*, *of which*, *in case*, *with this*, *and there*.

(*h*) The auxiliary verbs *should*, *would*, *could* are generally joined to the words they precede, as *should be*, *would be*, *could be*.

In practicing the phrases given in this manual, the student should keep steadily in mind that they are given as *examples*, and that he is to form his own phrases on similar lines in general practice. The phrases given should be studied with a view of noting not only the nature of the joinings, but also the nature of the words that are joined.

General Exercise

it is		of our		I am	
of the		of all		I can	
to the		we are		I have	
to this		from the		you have	
in the		from you		I would	
on the		which the		I will	
of his		which is		you can	
of their		which can		you will	
of your		that the		of which	
is the		there is		it was	
in our		there are		in which	

by the		all right		in this	
by which		there were		in these	
to you		there will		in those	
for the		may be		in thus	
for this		will be		I inclose	
with the		would be		we inclose	
with this		at hand		in regard	

Word Modifications

Very useful and distinctive phrase-forms are obtained by modifying the forms for certain words.

73. Before words beginning with a downward character or O, R, L, *to* is expressed by *t*.

to be		to favor		to honor	
to have		to please		to receive	
to pay		to believe		to look	

74. When repeated in a phrase, the word *as* is expressed by *s:*

as well as		as great as		as many as	
as good as		as much as		as long as	

75. In phrases *been* is expressed by *b:*

have been		has been		it has been	
I have been		had been		I have not been	

76. After *be* or *been* the word *able* is expressed by *a:*

to be able		shall be able	
have been able		has not been able	
would be able		will be able	
should be able		have not been able	

77. The following method of expressing *had* after pronouns should be carefully noted:

I had	they had	we had	you had

78. When *do not* is preceded by a pronoun, it is expressed by the sign for *dn.*

I do not		we do not	
you do not		I do not think	
they do not		you do not know	

79. *Don't* is distinguished from *do not* by writing *dōn.*

I don't think	you don't know	I don't believe

80. To express *was not* easily and legibly, write *wasn't*, that is, join *s* to *nt* without an angle. For the same reason, write *it isn't* for *it is not* and *there isn't* for *there is not*. If the contractions *wasn't*, *isn't* need to be clearly indicated, place an apostrophe over the forms.

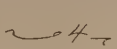
it is not	it was not	he was not	it wasn't

81. The words *ago*, *early*, *few*, *him*, *hope*, *sorry*, *want*, are modified as shown in the following phrase-forms:

weeks *ago*		to *him*	
months ago		I told him	
years ago		we told him	
at an *early* date		I *hope*	
at an early day		we hope	
early reply		I am *sorry*	
few days		we are sorry	
few days ago		I *want*	
few months		you want	
few months ago		we want	
few minutes		if you want	
few minutes ago		do you want	

Omission of Words

82. The phrase *of the* may be omitted, being implied in writing the words it connects close together.

Your letter of the 4th inst. 

time of the day

end of the week

state of the market

credit of the firm

list of the people

83. Omit *from* and *to* in such phrases as *from time to time.*

from time to time

from month to month

from day to day

from year to year

from week to week

from season to season

84. Omit *after* in such phrases as *day after day*, but do not join the words.

time after time

week after week

day after day

month after month

hour after hour

year after year

85. Omit *by* in such phrases as *day by day*, writing the last word a little below the first word.

day by day

line by line

week by week

little by little

86. Omit *to* after the words *able, according, glad, like, order, please, reference, regard, regret, relative, respect, wish.*

able to say		in reference to the matter	
in respect to the		glad to see	
in regard to the matter		I regret to say	
in reference to the		wish to say	

87. Any unimportant word may be omitted where the grammatical construction of the sentence would compel its restoration when transcribing.

in the world		some of them	
here and there		week or two	
more and more		son-in-law	

General Exercise

to see		*as* near *as*	
to ship		as low as	
to which		as soon as	
to reach		you have *been*	
to like		there has been	
to represent		what has been	
to sell		had been *able*	

will not be able

have you not been able

I had been

they had been

I *do not* see

I do not know

we do not know

I do not like

I *don't* see

there *was not*

days *ago*

ten days ago

for a *few* days

I *hope* to hear

I am *sorry* to say

if you *want* any

particulars *of the* work

cheer *after* cheer

side *by* side

on the question

day or two

in a day or two

in reply to your

ought to receive

out of the question

in a week or two

to-day or to-morrow

some of those

by the way

hand in hand

that is to say

system of government

form of government

one of our

one or two

one of the best

ought to be

ought to have

more or less

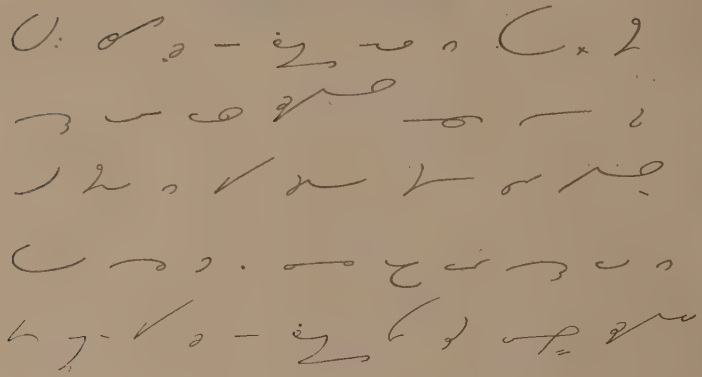
one of the most

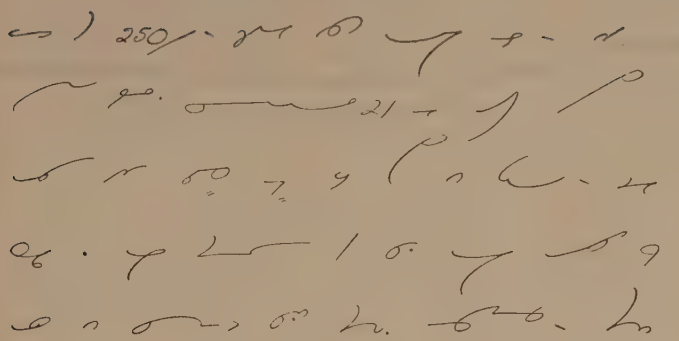
Special Business Phrases

(See Also Page 37)

Dear Sirs		Very respectfully	
Dear Mr.		Cordially yours	
My dear Sir		Very cordially yours	
Yours sincerely		I am in receipt	
Yours very sincerely		We are in receipt	
Very sincerely		I am in receipt of your favor	
Very sincerely yours		We are in receipt of your favor	
Sincerely yours		I am in receipt of your letter	

Reading Exercise





Writing Exercise

1

Dear Madam:

We learn from your letter of May 10 that you are returning the books which we sent you a few months ago. You will be credited with these books when they reach us and the charge for them will be canceled. We are glad to know that you appreciate our courtesy in accepting their return. When you need anything more in our line, you will find us ever ready to serve you.

Very sincerely yours, (77)

2

Dear Sir:

We have your recent letter asking us to take advertising space in your newspaper. Our advertising plans for the next few months will not allow us to take any more newspaper space at this time. If you will bring this matter to our attention again in about three months, we may be able to arrange for a full page in the holiday issue to which you refer.

Very cordially yours, (72)

TWELFTH LESSON

Omission of Vowels

88. When two vowels not forming a pure diphthong come together, the minor or unaccented vowel may be omitted, and for convenience in writing many words the circle may be omitted in the diphthong *u*.

deity	ratio	royal	radius
due	tune	music	continue

89. In the body of a word short *u* and *ow* are omitted before *n*, *m*, *ng*, *nk*, *nt*, *nd*.

run	come	sun	round
found	rung	sunk	pungent

Notes: (a) The short *u* is not omitted when it occurs between two horizontal straight strokes, as in *nun*, *numb*.

(b) The omission of *ow* between two horizontal straight strokes is indicated by the "jog" or broken line, as in *renown*, *announce*.

90. Omit the vowel in the prefixes *be*, *de*, *re*, *dis*, *mis*.

beneath	depend	revise	distance
misgivings	**begun**	**debar**	**disease**

NOTES: (a) The vowel is retained when *de* precedes K, G, as in *decay*, *degrade*.
(b) The vowel is retained when *re* precedes the forward characters, K, G, R, L, N, M, T, D, as in *recast*, *regain*, *rewrite*, *relate*, *renown*, *remiss*, *retail*, *redound*.

91. Omit the vowel in *per*, *pur*, *pro*, and in the termination *age*.

permit	pursuit	profound	profess
manage	**message**	**cartage**	**bondage**

NOTE: When *pro* occurs before an upward character or *K* — as in *protest*, *procrastinate*—it is more convenient to insert the vowel; when *per* occurs before an upward character — as in *perturb*, *pertain*, *perdition* — the reversing principle expresses R.

92. Omit *ŭ*, *ōō* after R or L when followed by Sh, Ch, J.

rush	flush	solution	drudge

93. Omit the vowel in the terminations *tition*, *tation*, *dition*, *dation*, *nition*, *nation*, *mission*, *mation*.

repetition	addition	ignition	omission

station	gradation	stagnation	formation

General Principles

94. While the omission of vowels in general is left to a very large extent to the judgment of the writer, the following suggestions will be of assistance:

(*a*) A vowel may often be omitted between two reverse curves.

maker	struck	skill	scarce

attract	eager	secure	scholar

(*b*) A hook vowel may often be omitted between T, D, R, L, and P, B.

stop	drop	Dublin	adoption

(*c*) A circle vowel may often be omitted between P, B, and a horizontal or upward character.

pity rapid open bad

Omission of Consonants

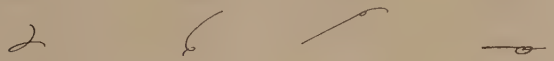
95. Omit D when it immediately precedes M or V.

admit administer adverb advocate

NOTE: In the words *admire, advise, advance,* coming under this rule, the initial vowel may be omitted. This enables the writer to form such useful phrases as *I admire, we admire, to advise, I advise, we advise, to advance, in advance.*

96. When slightly enunciated, T or D is omitted at the end of a word.

fact best detect mind



defect insist resist desist

97. The combination *ld* is expressed by raising the end of L.

old field killed Arnold

building bewilder golden Reynolds

General Exercise

arduous
genius
genuine
astute
musician
virtue
theory
museum
harmonious
ceremonious
fun
lunch
column
front
brown
drown
sound
surround
foundry

astound
redound
mountainous
surmount
renounce
announce
legion
rejoice
review
repent
respond
replace
reside
resort
resource
begrudge
bequeath
betray
beseech

deserve
debase
debate
decision
discharge
disarm
discern
distort
discard
misprint
misquote
misguide
perhaps
permission
promotion
prolong
propel
provide
proper

sausage
dotage
passage
damage
baggage
package
average
crush
blush
resolution
dissolution
visitation
citation
dictation
agitation
ostentation
hesitation
recitation
imitation
edition

tradition
foundation
ammunition
fascination
nomination
assassination
determination
domination
animation
estimation
occur
currency
sugar
career
massacre
equal
accuracy
carbon
augur
epithet

pithy
apathy
carpet
homeopathy
happen
facile
normal
formal
vernal
mental
dental
mortal
actual
mutual
habitual
perpetual
amateur
torture
picture
creature

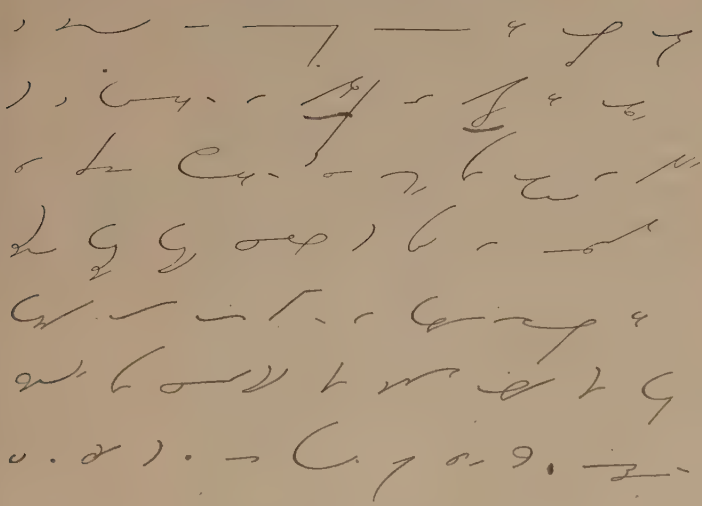
feature		extenuation		evident	
venture		attest		exact	
event		attestation		contact	
eventual		detest		consist	
adventure		detestation		persist	
failure		past		demand	
error		hardest		bold	
serious		deduct		child	
previous		resident		Leopold	
tuition		president		folder	

98. The following words coming under the rules given in this lesson are also useful illustrations of the Abbreviating Principle.

benefit		disturb		probable	
discuss		manufacture		progress	
distinct		misfortune		punctual	
distinguish		mistake		purchase	
disagree-ment		perfect		purpose	
disappoint-ment		person-al		respons-e ible	

NOTE: In *disagree*, *disappoint* and their derivatives, it is found convenient to write *d* for *dis*.

Reading Exercise



Writing Exercise

1. The theory was advanced that a solution of the bewildering mystery could be found only by following up every clue.

2. A special meeting was announced for the purpose of discussing the formation of a society for the benefit of the metal workers in the foundry.

3. Much damage was done to the baggage through rough handling and one package was entirely crushed.

4. Silence about the details of your office work is a virtue. The repetition of an innocent remark has often caused the failure of an important business deal.

5. The manager soon found there were profound misgivings about the outcome of the expedition.

THIRTEENTH LESSON

Joined Prefixes

99. Most of the joined prefixes are already familiar to the student. They are repeated at this time for the purpose of furnishing sufficient practice to eliminate hesitation in applying them in actual work.

100. **Al,** expressed by *aw*; and **Ul,** by *u*.

almost also ultimo (ult.) ulcer

101. **Com, Con, Coun, Cog,** expressed by *k*.

competition confess counsel cognomen

Notes: (a) Before *t* or *d* the prefix form may express *can*.

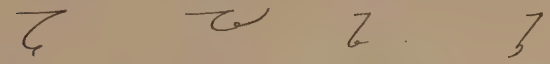
cantaloupe candidate candor candle

(b) When **Com** or **Con** is followed by a vowel or by *r* or *l*, write *km* for *com* and *kn* for *con*.

comedy comrade conic Conroy

102. Em, Im, expressed by *m*; and **En, In, Un,** by *n*.

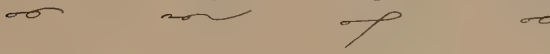
embers imprint enjoin unjust



103. (*a*) The prefix forms for *em*, *im*, *en*, *in*, *un* are used only when a consonant follows the prefix. When a vowel follows *em*, *im*, *en*, *in*, *un*, the initial vowel is written.

emit innate inner inept

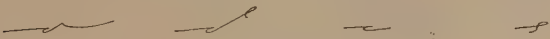
enact unequal imagine inaccessible



(*b*) Negative words beginning with *im*, *un* are distinguished from the positive forms by inserting the initial vowel.

Positive

mortal modest known necessary



Negative

immortal immodest unknown unnecessary

104. Ex, expressed by *es*; **Aux** and **Ox,** by *os*.

exceed expel auxiliary oxygen

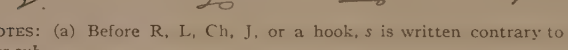
105. For, Fore, Fur, expressed by *f*.

forgive foresight furnish forearm

NOTE: When **For** or **Fore** is followed by a vowel, disjoin *f* and write the next character close to it, as in *forearm*. When *For* or *Fore* is followed by *r* or *l*, form an angle after *f*, as in *forerunner*, *furlong*, page 92.

106. Sub, expressed by *s*.

subdue subpoena submit substance

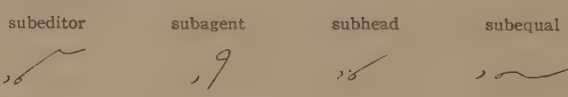


NOTES: (a) Before R, L, Ch, J, or a hook, *s* is written contrary to rule to express *sub*.

sublime subjoin subway subordinate

(b) When **Sub** is followed by a circle vowel, disjoin *s* and write the next character close to it.

subeditor subagent subhead subequal



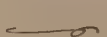
GENERAL EXERCISE

almanac

although

ulterior

ultimate



ultimatum

ulster

compel

common

comprehend

combine

commence
commission
commotion
commutation
comity
comatose
conceit
contest
concur
concussion
conditionally
confirm
consign
confound
consolation
consolidation
consternation
conduce
consumption
convince

convene
consul
conscious
cognate
embrace
emperor
impartial
imperfect
impossible
impulse
impoverish
impression
engine
encourage
ensign
enchant
infirm
invent
invest
investigate

unkind

uncouth

unlearned

emerge

emotion

inhabit

immersion

inaction

uneasy

unnoticed

expert

excess

exaggerate

excite

excursion

exhaust

explosion

exhibit

oxalic

oxidize

fortune

forsake

foreground

forerunner

furlong

forenoon

furnace

further

furthermore

furthermost

furtive

furniture

forehead

foreordain

subside

subsequent

sublease

suburb

subsist

subacid

Compound Joined Prefixes

107. Two or more simple prefixes may be joined to form compounds. A few compounds may be formed by joining *re*, *dis*, *mis*, or *non* to the prefix forms:

incontestable		inexpedient*	
unconquerable		inexplicable*	
unaccounted*		excommunicate	
incognito		inconvenient	
incandescent		inconsistent	
unimpaired*		disconcert	
uninitiated*		discontinue	
inexpensive*		preconcerted	
insubordinate		misconduct	
inform		recompense	
conform		reconcile	
comfort		recognize	
unfortunate		recommend	
unforeseen		noncontent	
encompass		subconscious	

*The initial vowel is not required because the word begins with a compound prefix.

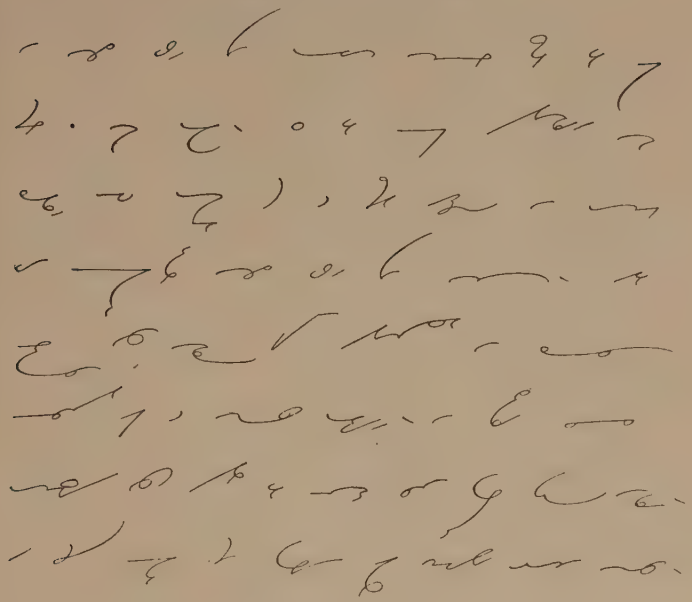
Prefixal Abbreviations

108. The following are useful abbreviations under rules given in this and in previous lessons:

accomplish		economy	
afford		effort	
already		enable*	
altogether		unable*	
command		energy	
commerce		excel-lent	
commercial		except	
committee		exchange	
communicat-e/ion		exercise	
compare		expect	
complete		explain	
conclude		express	
conclusion		force	
confiden-t/ce		indeed	
congress		independen-t/ce	
connect		individual	
country		subject	

*See suffix *able*, page 109.

Reading Exercise



Writing Exercise

1. "The world will little know nor long remember what we say here, but it can never forget what they did here."

2. It needs no prophet to tell us that those who live up to their means without any thought of a reverse in life can never attain pecuniary independence.

3. To the cost of manufacturing and shipping add the profit of the manufacturer and that of the shipper—these items make up the price paid by the ultimate purchaser.

FOURTEENTH LESSON

The TR Principle

109. By disjoining certain prefixes or letters, *tr* and a vowel are expressed. The prefix is placed above the line and very close to the remainder of the word which rests on the line of writing.

Contra, etc. (or *counter*)	contract	counteract	
Constra, etc.	construct	constraint	
Extra, etc., **Excla**, etc. (or *exter*)	extract	exclamation	
Intra, etc. (or *inter*, *enter*, *intel*)	intricate	intellect	
Instru, etc.	instruct	instrument	
Retra, etc.	retract	retrograde	
Restra, etc.	restrict	restraint	
Detra, etc.	detract	detriment	
Distra, etc.	distract	distribute	
Electri, etc. (or *electric*)	electric	electric car	
Alter	altercate	alternative	
Ultra, etc.	ultra-violet	ultramarine	

Centra, etc.	central	centralize
Later	lateral	latter-day
Letter, Liter	literary	literal
Matri, etc. (or *mater*)	matri-mony	material
Metri, etc.	metric	metropolis
Nitra, etc.	nitrate	nitrogen
Nutra, etc.	neutral	nutrition
Patri, etc. (or *pater*)	patriot	paternal
Petri, etc.	petrol	petrify
Austra, ostra, etc.	Australia	ostracism

NOTE: This principle may be extended to *abstra*, etc., *obstru*, the *s* being omitted:

abstract abstruse obstruct obstreperous

GENERAL EXERCISE

contraction	contravene
control	contrivance
contribute	counterfeit
contradict	countermand
contraband	construction
contrary	extravagant
contrast	extremely

extradition

extraneous

extraordinary

external

exclude

exclusive

internal

interest

introduce

intervene

intelligent

intelligence

entertain

enterprise

international

interpret

intersect

interrupt

interview

instruction

retrieve

retrospect

retraction

retribution

restrain

restriction

deterioration

distraction

distress

distrust

electricity

electrician

electrotype

electric light

alteration

alternation

centrifugal

literature

liturgy

letterpress

maternal		pattern	
metropolitan		patron	
nitric		petroleum	
nutriment		Austria	
patrician		ostrich	

Compound Disjoined Prefixes

110. Some very useful compounds are obtained by joining simple syllables, such as *un*, *in*, *dis*, *re*, *non*, to disjoined prefixes.

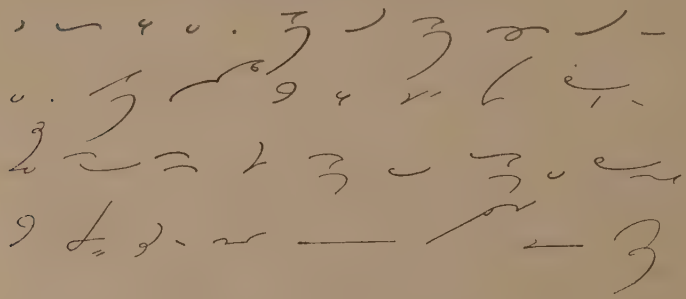
uncontradicted		unconstrained	
uncontrolled		inextricable	
incontrovertible		uninteresting	
unrestrained		reconstruction	
redistribution		misinterpret	
disinterested		illiterate	
uninterrupted		eccentric	
unintelligent		concentration	
unintellectual		nonintervention	
indestructible		unalterable	
immaterial		compatriot	

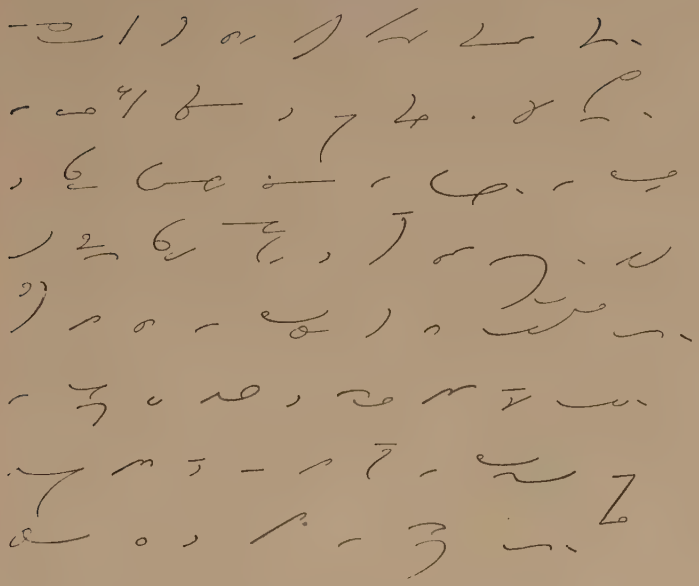
Derivatives of Words Ending in CT

111. In forming the derivatives of words ending in *ct*, as *contract*, it is not necessary to disjoin to express *ed*, *or*, *er*, or *ive*. The *t* is omitted in the primitive form (under the rule given in Par. 96), and also its derivatives.

contracted		restrictive	
contractor		unretracted	
contractive		detracted	
constructed		active	
constructor		effected	
constructive		effective	
instructed		affected	
instructor		defective	
instructive		detected	
extracted		detective	

Reading Exercise





Writing Exercise

1. The enterprise is international in its appeal and should be of extraordinary interest to the intelligent people of every land.

2. At the close of the interview the president countersigned the order for new electric motors to equip all the high power machines.

3. We do not interpret the contract as permitting our customers to countermand their orders.

4. The international society will not intervene to restrict the working of the new extradition laws.

5. The trust will contribute a fund for the distribution of literature on the interpretation and construction of the laws regarding restraint of trade.

FIFTEENTH LESSON

Disjoined Prefixes—continued

112. Aggra-e-i, expressed by loop *a*; and **Anta-e-i,** by circle *a*.

aggravate aggregate antagonist antipathy

113. Incli-e-u, expressed by *ĭ* (small circle).

incline inclemency include inclusive

114. Decla-i, expressed by *de*; and **Recla-i,** by *re*.

declare decline reclaim recline

Note: On account of the distinctive character of the form, **Decla-i** may be expressed without disjoining; thus

declare decline declaration declaim

115. Hydra-o, expressed by *ī* (diphthong ī).

hydrant hydraulic hydropathy hydrophobia

116. Magna-e-i (or **Mc**), expressed by *m*; and **Multi,** by *mu*.

magnanimous magnificent McDonagh multiform

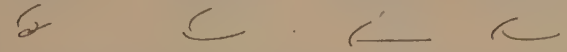
NOTE: When a distinction is required between **Mc** and **Mac**, write the stroke double length for **Mac.**

117. Over, expressed by *o*; and **Under,** by *u*.

overdue overthrow understand underneath

118. Para, expressed by *p*; and **Post,** by *p* (on the line, close to the next character).

parasite parallel postman postal



119. Self, Circu-m, expressed by *s* (to the left).

selfish self-esteem circulation circumvent

120. Super, Supre, expressed by *s* ("comma S").

superlative supreme superficial supervise

121. Short or **Ship,** expressed by *sh*; and **Trans,** by *t*.

shorthand shipwreck transaction translation

122. Suspi, Suspe, Suscep, expressed by *ses.*

suspicion	suspense	susceptible	suspect

General Exercise

aggrieve		hydrogen	
aggregation		hydrocarbon	
agriculture		magnet	
aggression		magnesia	
aggressive		magnify	
antidote		McKenzie	
anticipate		MacIntosh	
antecedent		McDougall	
antediluvian		multitude	
antithesis		multiply	
declamation		overtake	
declined		overbalance	
reclined		overcharge	
inclined		overlook	
inclination		overcome	
inclusion		overestimate	

underscore		circumstance	
undertake		superabundant	
underwrite		supercilious	
undercurrent		superfine	
paramount		supremacy	
paraphrase		superfluous	
paragraph		superior	
paradise		superintend	
paragon		suppress	
parapet		superb	
postage		shortcomings	
postpone		shipshape	
post-office		suspension	
postal card		suspend	
self-evident		transfer	
self-conscious		transition	
self-sufficient		transitory	
self-improvement		transformation	
circular		transcend	
circumference		transport	

Compound Disjoined Prefixes

untransacted		untransferable	
untransparent		self-control	
untranslatable		self-contradiction	
disinclination		unsuspected	
self-interest		unsuspicious	
unselfish		unsusceptible	
unparalleled		electromagnet	

123. The words *misunderstand* and *misunderstood* are expressed by writing *stand* and *stood* under *mis*, with *mis* placed on the line of writing. This is extended to *understand* and *understood* when preceded by a pronoun, a wordsign or a short phrase form.

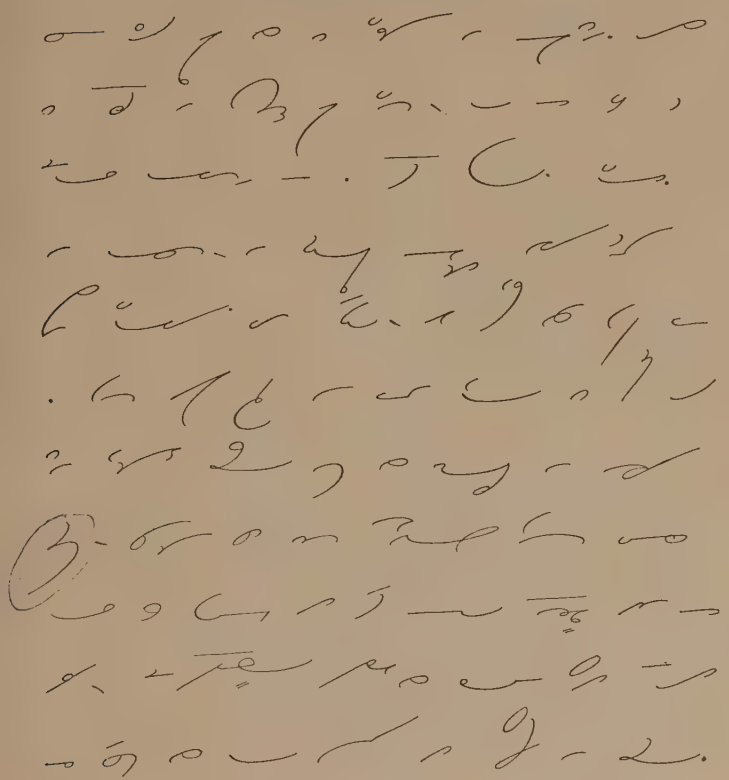
misunderstand		I do not understand	
misunderstood		I cannot understand	
we understood		thoroughly understood	

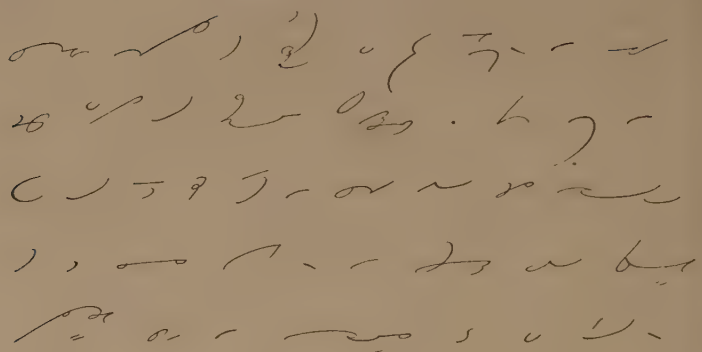
124. The words *extra*, *enter*, *over*, *under*, *short*, *alter*, *center* (or *Senator*), *counter*, *construe*, *agree*, *deter*, are expressed by the prefixal forms placed over the next word.

extra discount		center rail	
enter into		counter claim	

over the		alter this	
under any		construe the	
short time		Senator Cummings	

Reading Exercise





Writing Exercise

1. Self-knowledge, self-reverence, self-control, these three alone lead men to supreme power.—*Emerson.*

2. It was our understanding that Doctor MacChesney was to translate that discussion on the transplanting of magnolia trees for the next issue of the Agricultural Review.

3. The extra discount allowed on the bill for goods purchased at the regular counter was not according to the new contract in which we agree to make a special price only on sales amounting to more than $200.

4. The circulation of the magazine is over fifty thousand without taking into account the extra copies sent out as exchanges.

5. It was self-evident that coal would be recognized as a contraband of war.

6. There was a general suspicion that his antagonist was a man of great intelligence and magnetism.

7. This system of shorthand is the very antithesis of the antiquated methods, and it is easy to demonstrate that it is vastly superior to any of them because there is a superabundance of evidence in its favor.

SIXTEENTH LESSON

Joined Suffixes

125. Able, Ible, Ble, expressed by *b*; and **Ple,** by *p*.

notable audible noble ample

126. Cribe, expressed by *kr*; and **Cription,** by *kr-shun*.

describe description prescribe prescription

127. Flect, Flict, expressed by *fl*; and **Flection, Fliction,** by *fl-shun*.

afflict affliction reflect reflection

128. Ful, expressed by *f*; **Less,** by *l*; **Ment,** by *m*; and **Ness,** by *n*.

thoughtful artless amusement lateness

Notes: (a) When *ment* is preceded by a *vowel*, it is sometimes advisable to write the word in full.

cement raiment lament foment

(b) Where the root word is abbreviated to one character, write *ness* in full, as in the word *goodness*, which is written *g-n-e-s*. If the primitive word, although a word-sign, is more fully suggested, the suffix form is used.

fullness littleness gladness friendless

(c) Form an angle in joining *ness* where the absence of an angle would give the form of a different word.

hardness sadness madness lowness

harden sadden madden loan

129. Pose, expressed by *po*; **Position,** by *po-shun*; **Pute,** by *pu*; and **Putation,** by *pu-shun*.

impose imposition impute imputation

130. Pire, expressed by *pī*; and **Quire,** by *kī*.

aspire inspire conspire respire

acquire inquire require esquire

131. Quest, expressed by *kes*; and **Quisite,** by *kest*.

request conquest requisite exquisite

132. Self, expressed by *s*; and **Selves,** by *ses*.

himself yourself themselves ourselves

133. Sult, expressed by *su;* and **Sume,** by *sm*.

result insult assume resume

134. Sure, expressed by *shu;* and **Jure,** by *ju*.

assure measure injure perjure

135. Tion, Sion (shun); **Tient, Cient,** by *shun-t*; and **Ciency,** by *shun-si*.

passion patient ancient efficiency

136. Worth, expressed by *uth*; and **Worthy,** by *thi*.

Harmsworth Ainsworth praiseworthy trustworthy

General Exercise

suitable eatable

peaceable irritable

horrible payable

salable humble

nimble		simple	
readable		transcribe	
seasonable		transcription	
admissible		inscribe	
admirable		inscription	
laudable		conflict	
assignable		confliction	
attainable		inflict	
terrible		infliction	
pliable		handful	
interminable		bashful	
tangible		useful	
formidable		watchful	
incomparable		wonderful	
endurable		successful	
traceable		aimless	
credible		fearless	
trouble		homeless	
sample		breathless	
example		thoughtless	

wireless

moment

defacement

ornament

augment

achievement

appointment

experiment

investment

comment

bareness

rudeness

fairness

slowness

expose

exposition

suppose

supposition

oppose

opposition

propose

proposition

proposal

depose

deposition

dispose

disposition

disposal

decompose

repute

reputation

compute

computation

depute

deputation

dispute

disputation

transpire

expire

myself

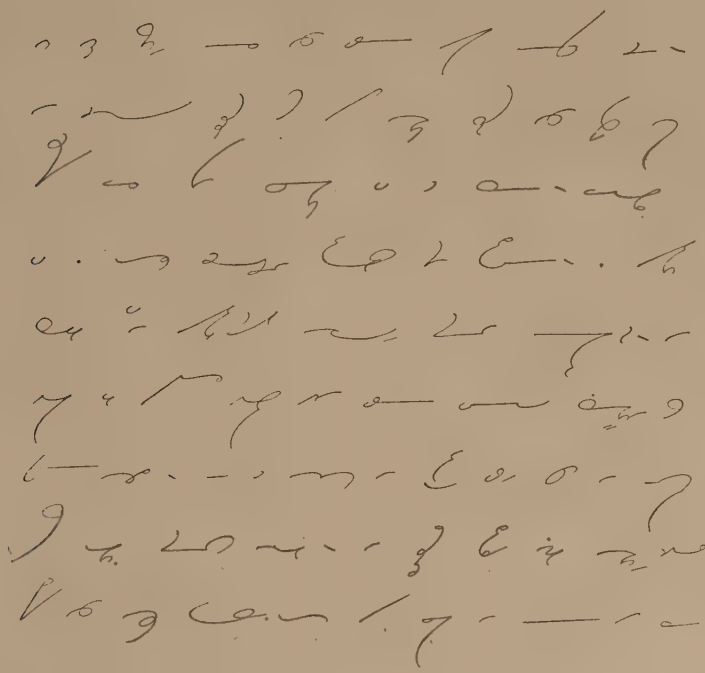
yourselves		conjure	
consult		efficient	
desultory		deficient	
consume		deficiency	
leisure		proficient	
treasure		proficiency	
censure		Ellsworth	
pressure		blameworthy	
adjure		noteworthy	

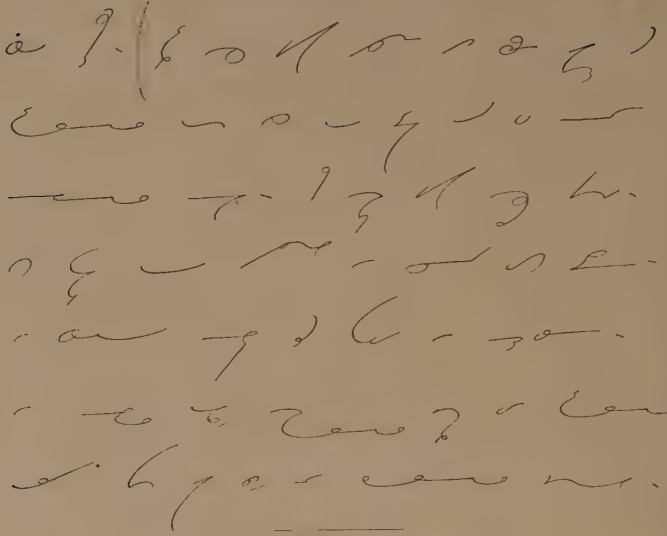
Compound Joined Suffixes

feebleness		fearlessness	
hopefulness		breathlessness	
thoughtfulness		hopelessness	
playfulness		fearlessly	
carefulness		hopelessly	
hopefully		impatiently	
thoughtfully		actionable	
playfully		fashionable	
heedlessness		missionary	
thoughtlessness		consultation	

indescribable		momentary	
measurable		supplementary	
immeasurable		elementary	
requirement		complimentary	
acquirement		trustworthiness	

Reading Exercise





Writing Exercise

1. His reading was desultory and therefore without result.

2. The achievement is so remarkable that it is almost incredible, but the truth of the report is vouched for by several reliable people.

3. After careful investigation they came to a decision that the additional loans would be too large an investment for the company to undertake with the capital at its disposal at that time.

4. The shorthand notes are legible, but the transcription is not acceptable because of the lack of neatness in the work.

5. The missionary underwent indescribable torture with a fearlessness which evoked the admiration of the savages.

6. The contribution is praiseworthy for its direct treatment of the subject, but it is not suitable for use in our publication and we are therefore returning it to you.

SEVENTEENTH LESSON

Disjoined Suffixes

137. Ingly, expressed by writing *ly* in the *ing* position; **Ington,** expressed by writing *ton* in the *ing* position; **Ingham,** expressed by writing *m* in the *ing* position.

knowingly Washington Kensington Dillingham

138. Bility, expressed by *b*; **Ification,** by *f*; **Gram, Grim,** by *g*; **Mental,** by *m*; **Ship,** by *sh*.

ability feasibility specification monogram

experimental fundamental partnership ownership

Notes: (a) After *t* and *d*, *ification* may be joined, as the absence of the blend clearly shows that *f* is a suffix sign.

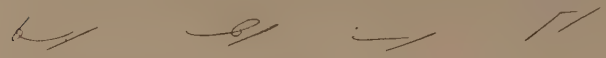
modification notification edification ratification

(b) In many words *ship* may be joined.

friendship workmanship hardship authorship

139. Hood or Ward, expressed by *d*.

childhood likelihood homeward downward



NOTE: In many words *ward* may be joined.

forward afterwards towards backward

140. Ical, Icle, expressed by *k*.

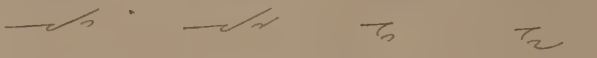
medical classical chronicle musical

141. Itis, expressed by *ts*.

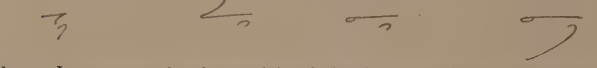
appendicitis meningitis peritonitis tonsilitis

142. Ulate, expressed by *u*. To form derivatives, add the other letters.

modulate modulated insulate insulator



insulation formulate emulate emulative



NOTE: In most words *ulate* and its derivatives may be joined with perfect safety.

speculated speculation speculator speculative

General Exercise

willingly		nobility	
appallingly		sensibility	
strikingly		advisability	
meaningly		legibility	
soothingly		desirability	
warningly		affability	
pleadingly		qualification	
cheeringly		gratification	
longingly		signification	
exceedingly		classification	
grudgingly		mortification	
Millington		indemnification	
Farmington		identification	
Warrington		certification	
Wellington		lettergram	
Harrington		phraseogram	
Rockingham		epigram	
Cunningham		cablegram	
plausibility		pilgrim	

anagram

sentimental

ornamental

monumental

clerkship

apprenticeship

airship

township

steamship

kinship

warship

worship

womanhood

manhood

girlhood

boyhood

hardihood

motherhood

brotherhood

neighborhood

livelihood

knighthood

statehood

onward

upward

northward

southward

eastward

westward

awkward

reward

article

clerical

physical

psychical

tentacle

icicle

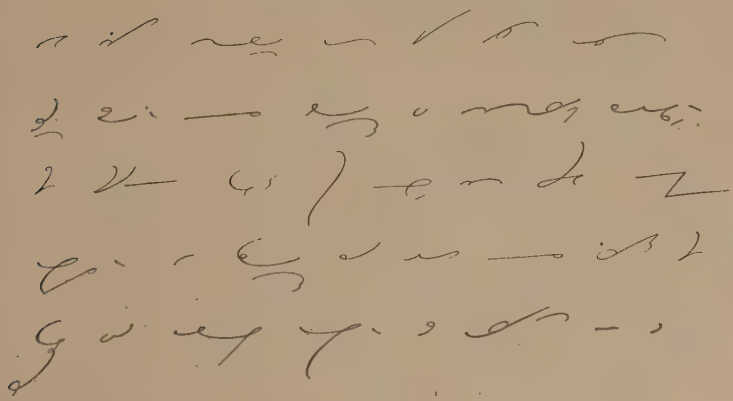
radical

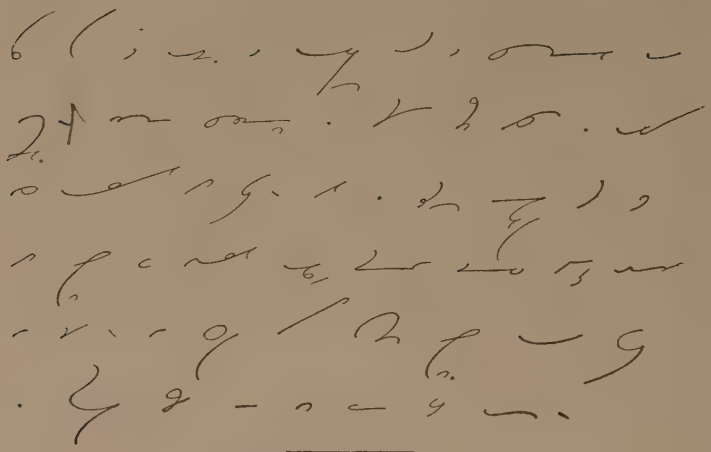
technical

cuticle

ethical		manipulation	
magical		populated	
nautical		articulate	
bicycle		articulation	
periodical		inarticulate	
gastritis		formulated	
stimulate		adulation	
stimulated		expostulate	
stipulate		regulate	
stipulation		matriculate	
cumulative		perambulate	
manipulate		speculate	

Reading Exercise





Writing Exercise

1. The classification and identification of the candidates proved to be an exceedingly difficult task.

2. If you have the essential educational qualifications, we can easily arrange for the certification.

3. The technical nature of the matter makes the work of the medical reporter very difficult.

4. An article on psychical research appeared in a recent issue of the periodical.

5. Every girl, when she reaches womanhood, should be prepared to earn her own livelihood even though there is no likelihood of her being called upon to do so.

6. You may matriculate in the college when you receive a notification of your eligibility.

7. The articles of co-partnership were drawn up according to the specifications.

8. The law stipulated that the statement of ownership should be published every six months.

EIGHTEENTH LESSON

Disjoined Suffixes—continued

143. **-Rity, -Lity, -City, -Vity, -Nity, -Mity,** with or without a preceding vowel, expressed by *r, l, s, v, nt, mt,* respectively.

Arity, Etc.

popularity

prosperity

majority

Avity, Etc.

depravity

nativity

brevity

Ality, Etc.

brutality

utility

frivolity

Anity, Etc.

urbanity

trinity

affinity

Acity, Etc.

tenacity

felicity

pomposity

Amity, Etc.

calamity

sublimity

proximity

NOTE: In words ending with *ernity*, the reversed circle is used to express *er* before the suffix sign:

fraternity eternity taciturnity

144. -Stic, with a preceding vowel, expressed by *st*.

elastic domestic artistic atheistic

145. -Tic, with a preceding vowel, expressed by *large circle;* **-Tical,** with a preceding vowel, expressed by a *loop*. To form derivatives, add the other letters.

politic politics energetic energetically

hypnotic systematic systematical systematically

NOTE: In many cases the loop may be joined.

political theoretical grammatical automatical

146. -Ntic, with a preceding vowel, expressed by *n*. To form derivatives, add the other letters.

gigantic authentic frantic frantically

147. Egraph, Igraph, expressed by *small circle* placed *over* the last character. A *loop* expresses *egraphy*, *igraphy*. To form derivatives, add the other letters.

telegraph calligraph telegraphy telegrapher

148. Ograph, expressed by *o*. To form derivatives, add the other letters.

lithograph autograph photograph phonograph

lithography lithographer lithographic typography

NOTE: In most words *ograph* and its derivatives may be joined:

photography stenography stenographer phonographer

149. -Logy, -Logical, with a preceding vowel, expressed by *o* (on its side, as in writing *ol*). Add *e* to express *-logically*, *s* to express *-logist*, *n* to express *-logian*.

analogy genealogically geologist pathologist

theology theologically theologist theologian

General Exercise

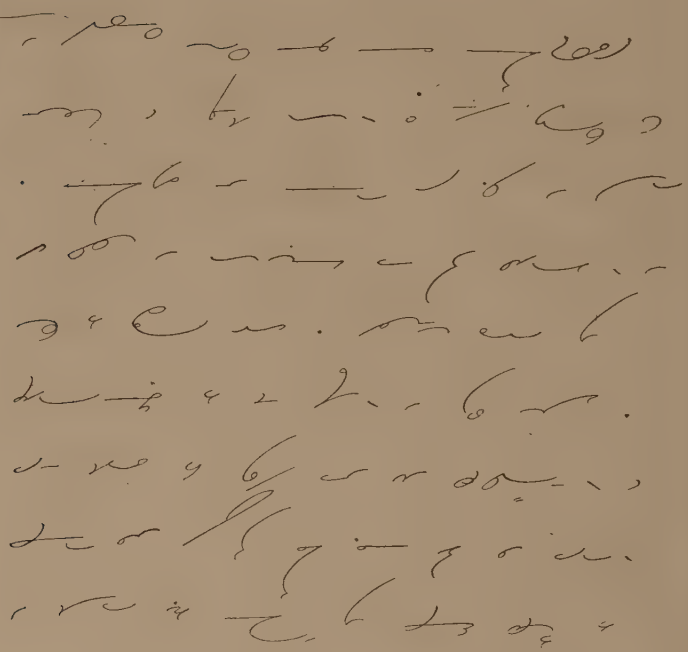
singularity		technicality	
solidarity		vitality	
hilarity		mortality	
regularity		morality	
familiarity		fidelity	
sincerity		docility	
temerity		versatility	
priority		facility	
minority		futility	
authority		garrulity	
futurity		incredulity	
security		capacity	
alacrity		mendacity	
integrity		veracity	
reality		loquacity	
nationality		complicity	
rascality		publicity	
punctuality		elasticity	
criminality		passivity	

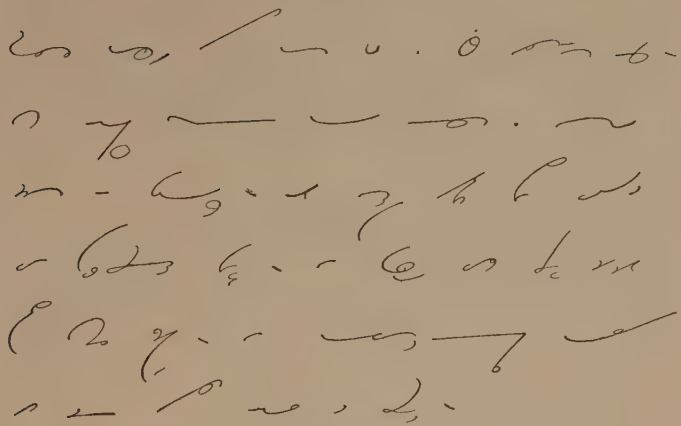
vicinity
divinity
femininity
humanity
Christianity
extremity
dignity
journalistic
majestic
statistics
automatic
erratic
critic
critical
critically
pneumatic
phonetic
despotic
theoretically
romantic

romantically
Atlantic
calligraphy
telegraphic
photographic
photographer
phonography
stenographic
autographed
biography
mimeograph
geography
geographical
hectograph
physiological
physiologically
psychological
biology
ornithology
chronological

doxology		entomologist	
tautology		phrenologist	
analogically		mythology	
entomology		philology	

Reading Exercise





Writing Exercise

1. The importance of punctuality and veracity cannot be overestimated.

2. Tenacity of purpose and fidelity to the interests of the business were qualities which led to his rapid advancement.

3. In making a mimeographed copy of the tabulated report be sure to arrange the statistics in chronological order.

4. The professor of biology sent me an autograph copy of his book.

5. A knowledge of phonetics is an aid to the student of phonography.

6. In the capacity of athletic director the instructor of stenography showed great business ability.

7. We do not question his veracity, but it is necessary for him to go through the formality of filing a bond for security.

8. The stenographer should have a thorough familiarity with the spelling of important geographical names.

NINETEENTH LESSON

Advanced Phrase Writing

150. Omission of Words. The rules for the omission of words in phrase writing are of great importance, and should be carefully studied. We now give a few more illustrations.

in order to judge

in order to prepare

in order to see

on the subject

question of time

sooner or later

little or no

little or nothing

in the matter

in the market

on the market

up to the time

for the time being

I would like to know

I would like to have

I am of the opinion

kindly let us know

bill of particulars

thanking you for your attention

do you mean to say

in such a manner

on account of the way

some time or other

151. Intersection. The expedient known as intersection, or the writing of one character through another, is sometimes useful for special phrases. In applying this expedient the writer must rely very largely upon his own judgment. In his daily work as stenographer or reporter, he may find some terms peculiar to the business in which he is engaged occurring so frequently that special forms may be adopted for them which will be brief and yet absolutely distinctive. Very often the intersection of one character through another will meet the exigency. The following are useful examples:

A. D.		Democratic party	
A. M.		Republican party	
P. M.		Progressive party	
C. O. D.		political party	
price list		Baltimore & Ohio (B. & O.)	
list price		New York Central	
selling price		Michigan Central	
market price		Illinois Central	
Chamber of Commerce		Union Pacific	
Board of Trade		Canadian Pacific	
Board of Education		Northern Pacific	
Board of Managers		Grand Trunk	

General Manager		inclosed blank	
Assistant General Manager		application blank	
endowment policy		order blank	
indemnity policy		Great Britain	
bank draft		bond and mortgage	
vice versa		Associated Press	

152. Indication of "Ing." *Ing-the, ing-that, ing-you, ing-your, ing-his, ing-their, ing-and, ing-this, ing-us,* is expressed by writing the word following *ing* in the *ing* position—just as *ington* is expressed by writing *ton* in the *ing* position.

doing the		knowing the	
doing his		knowing their	
doing your		knowing this	
doing their		working and	
doing this		having the	
giving the		having their	
giving their		having your	
giving you		coming and	
giving us		seeing this	
mailing you		wishing that	

153. Modification of Word Forms. As previously explained, the forms for certain words are modified to permit of phrase writing. The following are useful illustrations:

Week

past week

last week

this week

next week

for the past week

for last week

for this week

for next week

Few

for a few weeks

for a few months

few weeks ago

few hours ago

Ago

year or two ago

many years ago

Possible

as soon as possible

as near as possible

least possible delay

Early

at as early a date as possible

at your early convenience

at your earliest convenience

at your earliest possible convenience

Sorry

I am sorry to hear

I am sorry to learn

we are sorry to hear

we are sorry to report

we are sorry to say

I am very sorry

you will be sorry

Esteemed

esteemed favor

your esteemed favor

esteemed letter

your esteemed letter

I am in receipt of your esteemed letter

I am in receipt of your esteemed favor

we are in receipt of your esteemed favor

we are in receipt of your esteemed letter

Beg

I beg to acknowledge receipt

I beg to inclose

I beg to thank you

we beg to acknowledge

we beg to acknowledge receipt

Mail

by this mail

by to-day's mail

by this day's mail

by return mail

by mail

by same mail

by early mail

Course

of course

of course it is

as a matter of course

Fact

as a matter of fact

call your attention to the fact

in point of fact

you are aware of the fact

I am aware of the fact

well-known fact

Sure

be sure

to be sure

you may be sure

we are sure

you will be sure

Please

please find inclosed

inclosed please find

please let us hear from you

I would be pleased

we will be pleased

Present

present time

at the present time

at the present moment

on the present occasion

Class

first-class

first-class manner

first-class condition

Again

over and over again

again and again

Account

on account of that

on account of this

on account of my

on account of the fact

Thank

thanking you for

thanking you for your attention

thanking you for your kind attention

thanking you for your favor

thanking you for your letter

I desire to thank you

I have to thank you for

Order

your order

we have your order

thanking you for your order

City

city of Chicago

city of Boston

Department

treasury department

war department

navy department

post-office department

state department

police department

fire department

legal department

inquiry department

credit department

shoe department

furniture department

purchasing department

shipping department

mail order department

Avenue

Washington Avenue

Wabash Avenue

Massachusetts Avenue

Company

and company

railroad company

express company

insurance company

transportation company

telephone company

electric company

electrical company

trust company

Us

to us

write us

please write us

please wire us

kindly give us

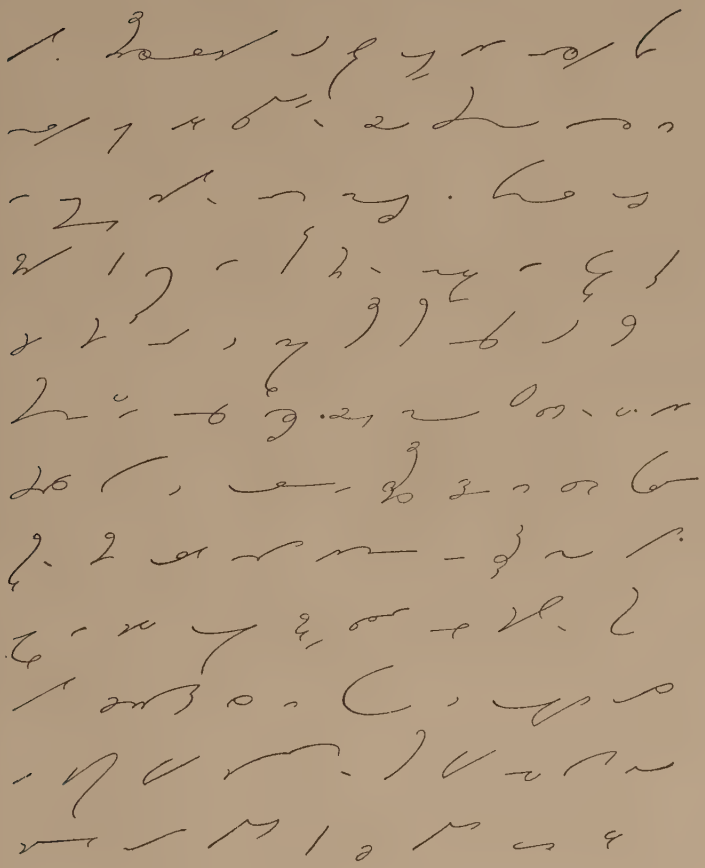
Holder

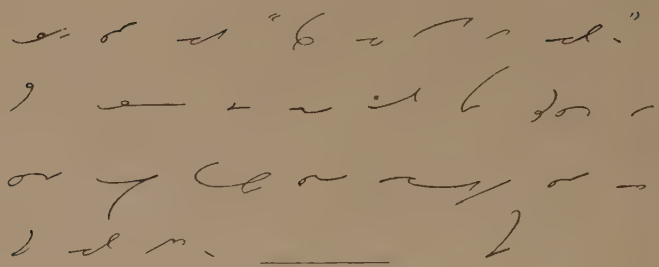
stockholder

shareholder

policyholder

Reading Exercise





Writing Exercise

1. Gentlemen: As requested we are sending you a copy of our price list giving illustrations and full descriptions of all the articles we now handle. If you are in the market for anything in our line we should like to have our representative call on you with samples.

Thanking you for the inquiry and hoping to be favored with your order, we are

Very truly yours,

2. Dear Sir: A few days ago we received a letter from you in which you asked us to furnish you with information about a firm in this city. We are sorry to report that this firm has never done business with us and that therefore we have no data in our files about it. We have heard again and again that these people are doing a good business and so far as we know their affairs are in first-class condition at the present time. We regret to state that we cannot give you further details.

Yours very truly,

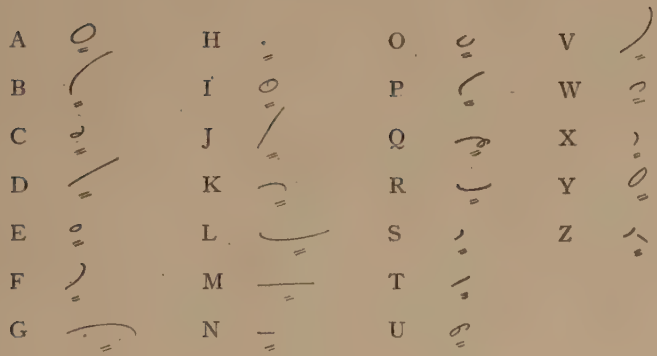
3. Gentlemen: Thank you for the order which has just been received. This order will be filled immediately with the exception of the second item. As our supply of this article is completely exhausted we shall be unable to ship for a few days. We trust that this arrangement will be entirely satisfactory to you and that you will not be inconvenienced by the delay.

Assuring you of our prompt attention at all times, we are

Very respectfully yours,

TWENTIETH LESSON

INITIALS



154. It should be borne in mind that there is no context to initials. They should therefore be written with unusual care. Many writers prefer to write initials in longhand, and if this is done a great saving in time may be effected by writing them in small letters and joining the letters, thus:

A. B. Smith C. D. Brown E. F. Jones

States and Territories

(The contractions used are those adopted by the Post-Office Department.)

Ala.		Ky.		Ohio	
Alaska		La.		Okla.	
Ariz.		Me.		Oreg.	
Ark.		Md.		Pa.	
Cal.		Mass.		P. I.	
Colo.		Mich.		P. R.	
Conn.		Minn.		R. I.	
Del.		Miss.		S. C.	
D. C.		Mo.		S. Dak.	
Fla.		Mont.		Tenn.	
Ga.		Nebr.		Tex.	
Guam		Nev.		Utah	
Hawaii		N. H.		Vt.	
Idaho		N. J.		Va.	
Ill.		N. Mex.		Wash.	
Ind.		N. Y.		W. Va.	
Iowa		N. C.		Wis.	
Kans.		N. Dak.		Wyo.	

Principal Cities

(Arranged in order of population, 1910 census.)

New York
Chicago
Philadelphia
St. Louis
Boston
Cleveland
Baltimore
Pittsburgh
Detroit
Buffalo
San Francisco
Milwaukee
Cincinnati
Newark
New Orleans
Washington
Los Angeles
Minneapolis

Jersey City
Kansas City
Seattle
Indianapolis
Providence
Louisville
Rochester
St. Paul
Denver
Portland
Columbus
Toledo
Atlanta
Oakland
Worcester
Syracuse
New Haven
Birmingham

Memphis
Scranton
Richmond
Paterson
Omaha
Fall River
Dayton
Grand Rapids
Nashville
Lowell
Cambridge
Spokane
Bridgeport
Albany
Hartford
Trenton
New Bedford
San Antonio

155. The terminations *burg*, *ville*, *field*, *port* may generally be expressed by the first letter, joined or disjoined as convenient; and *ford*, by *fd*.

Harrisburg		Evansville		Williamsport	
Fitchburg		Knoxville		Oxford	
Danville		Springfield		Rockford	
Zanesville		Davenport		Hanford	
Jacksonville		Newport		Milford	

156. A clear distinction should be made between *ton* and *town*.

Johnston	Johnstown	Charleston	Charlestown

157. The names of cities and states may often be joined.

Buffalo, N. Y.		Detroit, Mich.	
Rochester, N. Y.		Baltimore, Md.	
St. Louis, Mo.		Chicago, Ill.	
Minneapolis, Minn.		Denver, Colo.	
St. Paul, Minn.		Memphis, Tenn.	
Washington, D. C.		Omaha, Nebr.	
Boston, Mass.		Louisville, Ky.	

158. When the words "State of" precede the name of a state, omit *of* and join the words, if convenient.

State of New York		State of Massachusetts	
State of Nebraska		State of Pennsylvania	
State of Illinois		State of Louisiana	

Points of the Compass, Etc.

159. In certain lines of business the following forms will be found very useful.

north		northeast	
south		southeast	
east		northwestern	
west		southwestern	
northern		northeastern	
southern		southeastern	
eastern		northwest quarter	
western		southwest quarter	
northwest		northeast quarter	
southwest		southeast quarter	

General Rules

160. When the distinctive appearance of the primitive word-form can be preserved, it is allowable to join to form the derivatives.

favorable careless nameless

fable kill nail

161. If it should be found desirable to indicate with precision the short sound of any vowel, a small curve can be placed beneath the vowel.

minion immigrate onion writ

Note: This expedient is seldom necessary. It is useful, occasionally, to make a clear distinction between words like *return* and *writ*, *emigrate* and *immigrate*, and between the diphthong *ū* and *iū*, as in *minion*.

162. The following words are given to illustrate the importance of placing the second circle outside the line when two circles are joined.

namely daily payee carry

nigh die pie kind

163. There are a few infrequent words, consisting of several vowels in succession — usually Indian names — in which it is more convenient to write the letters separately, and to indicate their connection by drawing a line underneath.

Lehigh ayah yahoo

164. In the termination "n-ment" the jog between the N and M may be omitted.

assignment consignment refinement

discernment adjournment atonement

165. In the termination *gency*, the N may be omitted.

agency contingency emergency

exigency urgency cogency

166. A very easy and graceful blend may be secured by joining S to V without an angle in the termination *sive*.

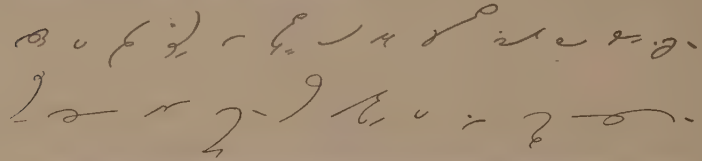
expensive expansive offensive

extensive defensive intensive

167. The Scotch or German *ch*, the Irish *gh*, and the Welsh *ll* may be expressed by a dot over *k* and *l*.

Loch Ach Lough Llan

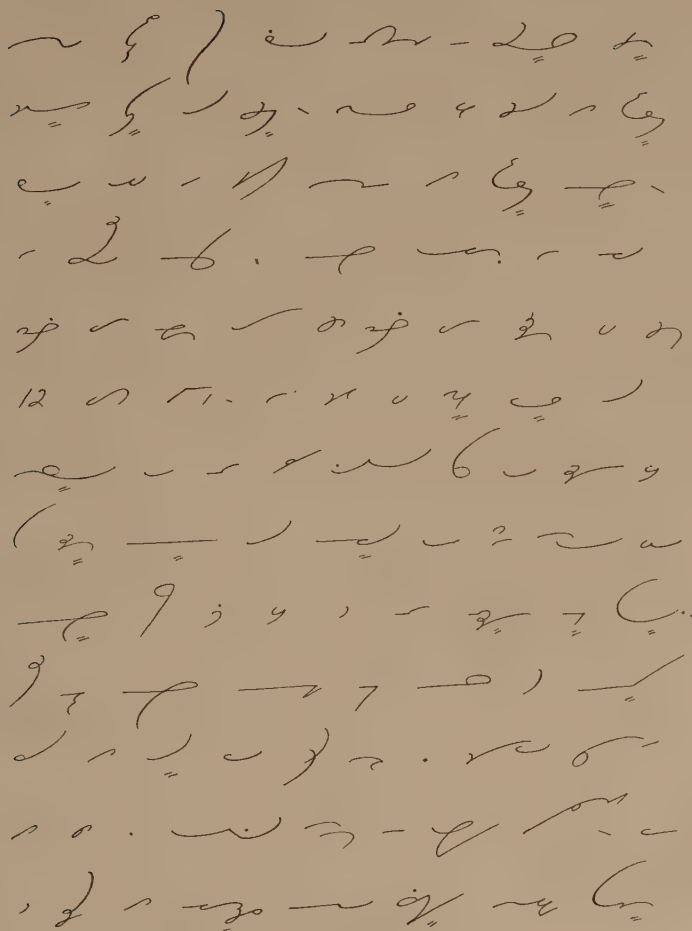
168. The contracted forms for *hundred* and *thousand* are employed only where these words are preceded by numerals, the article *a* or some such word, as *few*, *many*, *several*. Note the following.

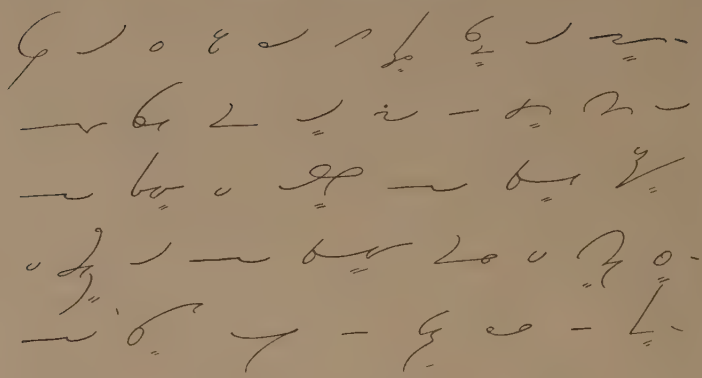


KEY: Thousands of people visited the Exposition and it was said that hundreds were turned away.

Several hundred came to the convention. I have disposed of a thousand copies of the magazine.

Reading Exercise





Writing Exercise

1. In the United States, immigration always greatly exceeds emigration.

2. The election writs were correctly made out but the returns were far in excess of all expectations.

3. The laws in the state of New York differ from those in the state of Nebraska in this respect.

4. Almost daily many people are killed through the carelessness of agents of the electric railway companies.

5. The payee of this draft, Mr. J. M. Johnstown, is unknown to us and it will be necessary for him to be identified before we can give him the money.

6. The firm positively declined to accept the consignment of oranges from Florida. They claimed that this shipment had been damaged on account of the carelessness in nailing the boxes as well as by the unfavorable climatic condition during transit.

7. The urgency of the case called for emergency measures and the manager, Mr. R. K. Johnson, after an exhaustive study of the matter decided that the plan proposed by one of the agents, Mr. D. E. Hanford, is the only way out of the difficulty.

A Short Vocabulary

A

abundant
accident
accommodation
address
administrator
affidavit
amalgamate
amalgamation
America
among
amount
annual
another
anxious
appear
appearance
application
apprehend
approval
approve
approximate
arbitrary
architect
assemblage
attach
attorney
authenticity
authoritative
automobile

B

bankrupt
behold
benevolent
benignant
boulevard

C

cabinet
casual-ly
catalog
century
church
citizen
civil
civilization
coincide
comparative
conclusive
congregation
consonant
conspicuous
constant
cordial
corroborate
cosmopolitan
count
coupon

covenant
crucible
cultivation
curious

D

danger
dangerous
deceive
default
defendant
degenerate
delegate
delegation
democrat-ic
demoralize
deponent
designate
develop
disadvantage
disaster

discover
disproportionate
dissatisfaction
dividend
doctrine
duration

E

earnest
economical
election
engage
English
employer
enormous
envelope
equality
equivalent
etc.
evaporate
execute

executive
exorbitant
expedient

F

flour
fulfill

G

generation
glorious
glory

H

handkerchief
headquarters
hieroglyphic
hitherto
horizontal
husband

I

ignoran-$^{ce}_{t}$
illustrate

inclosure
incoherent
incomprehensible
indefatigable
indispensable
inherit
instantaneous
instead
institute
institution
intend
introduction
iron

J

jurisdiction
juxtaposition

L

laboratory
legislate
legislation
legislative
legislator
legislature
likewise
litigation
logic
luxury

M

manuscript
messenger
misdemeanor
modern

N

negligence

O

obedient
obligation
o'clock
operation

P

parcel
parliament
partial
passenger
persecute
persevere
plaintiff
practical
practice
precede
prevail
procedure
proceed
production
promulgate
property
prosecute
prospectus
prove

provoke

punctuation

Q

qualify

quarter

R

really

reason

reciprocate

refuse

remunerate

repugnant

resignation

revolution

revolutionize

righteous

rule

S

salesman

secretary

situation

social

specific

specify

steady, study

strengthen

struggle

stupidity

subaltern

support

sympathy

T

testimonial

testimony

thankful

thermometer

thwart

tranquil

U

unavoidable

United States

United States of America

universe

unusual

V

variety

various

verdict

versatile

versus

vocabulary

vocation

volunteer

vote

W

warrant

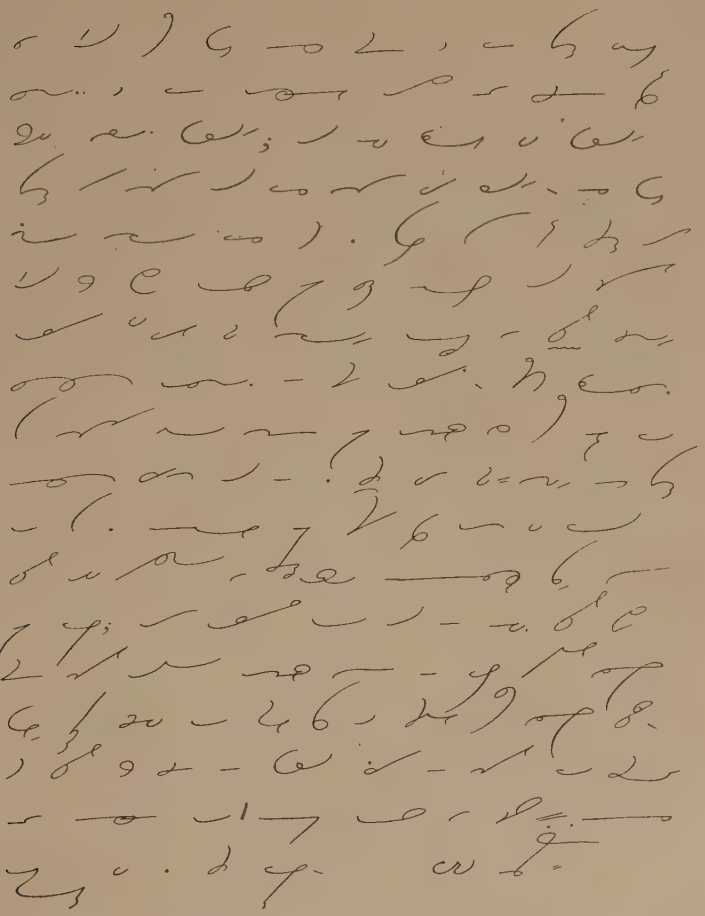
warehouse

wholesale

withdrew

Shorthand as a Means of Mental Culture

(For key, see page 154.)



SHORTHAND AS A MEANS OF MENTAL CULTURE

(Key to Shorthand Plate on page 153)

With shorthand every person may form his own books of reference according to his own requirements, and that in the same space as though they were printed; and no selection of printed books would contain and only contain what he wanted. Any person who will collect only for a brief time such facts into shorthand as appear likely to be useful in life, and sometimes read over what is so collected, will find the *ideas* secured again and again recurring in future reading. If this selecting be continued, it will come to be recognized that every newspaper or magazine article, and not a few of the so-called new books, are but a more or less ingeniously contrived patch-work of old ideas, though doubtless the writer in many cases believed them to be original; and the reader will end in knowing *ideas* apart from words, and will recognize them in whatever dress they may be presented, just as we know our friends by their features, however they may be attired. For ideas, as seen in print, heard in words, or felt in the mind, are much like the stars—many reflections of a few originals.—*C. R. Needham.*

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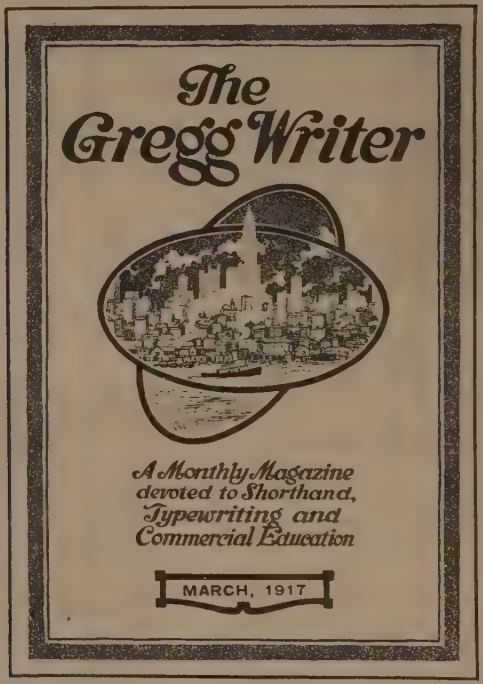

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192 words a minute	solid, difficult matter	Charles L. Swem
232 words a minute	jury charge	Paula E. Werning
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